

# ➤ ConnectionPoint resource: hire and onboarding services

## ▮ Processing a hire and onboarding services

Faculty and staff can use ConnectionPoint for assistance with processing a hire and onboarding services for a non-casual employee in the following employee groups: ASPA, CUPE 1975, CUPE 3287, Exempt, Senior Administration and USFA. Utilizing onboarding services can help to provide a consistent experience for employee across the university.

## ▮ How to request assistance

The easiest and most efficient way to request support is through the “**hire and onboarding services**” electronic form in the ConnectionPoint PAWSchannel (under “admin services” and select “new request”). Complete one eForm for each hire and be prepared to provide as much of the following information as possible:

- Title for your request - make it meaningful to you to help track your request, especially if you have multiple requests
- Supervisor/manager of the hire (person who approves time)
- Posting/requisition number or identify if position is waived or unposted
- Identify if it is an extension to a term
- CFOAPAL(s) and distribution if there are multiple
- Position number or name of person previously holding the position
- Signed letter of offer (provided as an attachment)
- Personal data form for new employees (provided as an attachment)
- Waiver of posting (for sessionals and approved union waivers)

Once the eForm is received with the required information, ConnectionPoint will process the **electronic job submission (EJS)** to hire your successful applicant. ConnectionPoint will initiate the following onboarding activities:

- Generate NSID for new employees
- Send out welcome package, tax forms and direct deposit form to new employees
- Send benefits package to new employees and employees whose benefits have changed
- Co-ordinate the set-up of professional development funds (where applicable)
- Email hiring manager with a reminder to ensure the employee has space, keys, equipment, access, etc. as required for their start date

## ▮ How to contact ConnectionPoint

🐾 PAWS.USASK.CA (UNDER “ADMIN SERVICES”)

📍 ARTS BUILDING, ROOM 258

✉ CONNECTIONPOINT@USASK.CA

☎ 306-966-2000 | 1-844-697-4865

## ▮ Tips to ensure efficient service

- Sending an email creates a new request. To ensure all information stays with your unique request, **please reply to the original email string** or submit additional information and ask questions in the PAWS channel within your request.
- Provide **as much notice as possible** to allow for onboarding activities to be completed and to alleviate improper pay in the employee’s first month.
- **Use the comments section** in the electronic form to provide information specific to your college, school or unit that has not been captured that will help us help you.
- **The more information you provide, the quicker we can complete your request!**

For more information, visit

[connectionpoint.usask.ca](https://connectionpoint.usask.ca)