

## AUPE Continuing New Employee Checklist

Please ensure you have completed all of the following to ensure a smooth onboarding process:

### **Prior to your first day of Work**

#### **Enrollment Forms**

- ☐ Completed the extended Health and Dental Form
- ☐ Completed the mandatory Basic Life Insurance form
- ☐ Completed the mandatory accidental Death & Dismemberment Form
- ☐ Completed the mandatory accidental Death & Dismemberment Enrollment Form (SSQ)
- ☐ Completed both the Federal and the provincial TD1 forms
- ☐ Completed (if not already submitted) your direct deposit information to payroll
- ☐ Completed the PSPP Designation of Beneficiary form
- ☐ Completed the PSPP Pension partner Information Form
- ☐ Bring all the forms and original documents (AHC cards, Passports and marriage certificate if applicable) to HR

#### **Parking**

- ☐ Set up parking (Contact 403-329-2602 or email [parking@uleth.ca](mailto:parking@uleth.ca)) [Parking Rates](#) [Parking Lot Map](#)

### **Your first Week**

#### **The Bridge**

- ☐ Set up your Bridge Account [https://login.uleth.ca/cas/logout?ret\\_code=](https://login.uleth.ca/cas/logout?ret_code=)
- ☐ Enter your emergency contact information on the Bridge
- ☐ Obtain your [employee ID card](#) from IT
- ☐ Allocate your flex spending amount (You will receive an email from HR with information and instructions)

### **Your first Month**

#### **Alberta Blue Cross**

- ☐ Set up your Alberta Blue Cross account online
- ☐ Fill out the direct deposit information on your Alberta blue Cross account online for reimbursement purposes
- ☐ Contact Alberta Blue Cross if you have coordination of Benefits

#### **Pension Plan**

- ☐ Register to receive online statements
- ☐ Review additional benefits? (Voluntary life insurance, AD&D, etc.)