



Onboarding for New Full-Time Academic Staff

2016-2017

Action	Location	Notes	Required Documentation	When
Moving	Armstrong International Moving Contact: Angelo Lepore angelo@armmove.com 519.670.3600	Contact Armstrong International Moving to initiate a quote and introduction to new academic staff member. A purchase order will need to be created to cover the cost of the move. Receipted expenses can be reimbursed through a Travel & Expense Reimbursement (online or paper format).		After appointment letter has been signed.
Western Email	Confirmation letter sent to Department or Dean's Office/Chief Librarian's office by ITS	Provide new academic staff with confirmation letter addressed to them by ITS. This letter contains the username and password to initiate and activate the email account	ITS confirmation letter Western User ID Assigned password	After Appointment is keyed on HRIS, confirmation letter will be available.
Western ONECard	Student Central, Office of the Registrar, Western Student Services, Room 1120	New Academic Staff will need to obtain a Western ONECard. Appointment information must be available in PeopleSoft HR and a Western ID number issued prior to obtaining this card.	Western ID number One piece of government issued identification	On arrival.



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		Speed Codes assigned to Research Grants Travel Expense Reimbursement		
Introductions Mentoring		Ensure new academic staff are formally introduced to colleagues and staff. Assist with orientation to the unit and campus. Academic leader should dis96.28 2(i66.6(96.24 Tc 0.		On arrival.