

## Welcome Email

Thank you for choosing Selkirk College, we are excited to have you working with us! We will require you to fill out the forms attached in order to get you set-up in our systems.

In order to process your pay, our **Payroll** and **Finance** departments require you to complete the two attached **tax forms** and provide a **void cheque** or a **direct deposit** form completed by your financial institute. *Please print and fill out the forms then scan, fax, mail, or email everything to me within **two business days**.* I have included (pdf) fillable forms as well.

Once we have received all of the above information we can begin to set you up in our systems. Your user-name is your *first initial and last name* and your *password* is **Selkirk1** which you will reset at <http://password.selkirk.ca>.

Example:

- **User-name:** tcastellarin
- **Password:** Selkirk1

Please give **HR and IT Services 3-5 business days** to work through the *internal setup processes* and then try the user name and password. If you have problems with username **contact IT Services**, 250.365.7292, ext. 55255 | 1.844.304.6500. Once your account is setup you can access your Selkirk college email at <https://webmail.selkirk.ca>.

As an employee of Selkirk College you will be expected to adhere to all policies. Please familiarize yourself with all Selkirk College policies which are located at <http://policies.selkirk.ca/college>. In particular, please read **Policy 6000, Employee Code of Conduct; 6005, Responsible Use of College Email; and 6020, Scent-Safe Campus** which I have attached to this email for your convenience. In addition to reviewing school policies I suggest you also review your unions Collective Agreement which can be found at <http://www.selkirk.ca/about-us/employment/employee-groups>.

In addition, please add our *branded signature* by copying and pasting mine, including the links. I have attached a "how to" for your convenience. Please **note** that you must copy from my email, copying from the attachment will not work. Once you have access you can visit [my.selkirk.ca](http://my.selkirk.ca) @ <https://my.selkirk.ca/staff/dept/hr/newemployees/>, this will assist you for future questions.

Before your first day of work please visit <https://forms.selkirk.ca/view.php?id=51980>, do not put your personal phone number.

Additionally, as mandated by the Province for the Post-Secondary Sector, Selkirk College continues to provide training on "**Creating a Respectful Workplace**". *Please complete the training prior to your start date or within your first two weeks of employment with Selkirk College.*

Below is the **username** and **password** required to access the online training which takes approximately 30-60 minutes to complete. HR will be automatically notified once you have completed the training.

<http://training.frameassociates.com/>

- **Username** – selkirktraining
- **Password** -- respect1.

If you have any difficulties or need clarification for any of the above information (we know it's a lot) please do not hesitate to contact me for assistance. Again, welcome to Selkirk College!

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### Checklist

- Access Username and Password-reset for Novell Groupwise | <http://password.selkirk.ca/>
- Respect in Workplace Training <https://training.frameassociates.com>
- Signed Contract Letter – send in immediately
- Staff Directory <https://forms.selkirk.ca/view.php?id=51980>
- TEC (Temporary Employment Contract) hires require timesheets to be submitted to payroll, to find this go to <https://my.selkirk.ca/staff/dept/hr/newemployees/pay/>
- Void Cheque or Direct Deposit Form - send in immediately with TD

You can provide this information in person, over the phone, or via email. In order to process your email, pay, etc. we need all forms filled out as quickly as possible and sent in altogether. We must adhere to all processes in order to move forward.