

## Welcome to the BC Public Service. We're glad you're here.

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**There's a lot to learn and you don't need to know it all.** It takes about a year after starting a new position to feel comfortable with things. Until then, use the [new employee guide](#) whenever you need it.

### What to tackle right away

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[Review a "to-do" list for your first week.](#) A couple of things not to miss:

[Validate your IDIR](#) as soon as you receive it from your supervisor. An IDIR is an ID and password government employees use to log in to work devices and applications.

[Do some paperwork](#) to get setup as an employee. For example, you'll need to:

- Fill out a [direct deposit authorization form \(PDF, 100KB\)](#) so that your pay cheque can be automatically deposited into your bank account
- If you're new to the public service, [enrol in benefits](#). This step is essential and time sensitive – it's not automatic

Current regular and auxiliary employees **only** need to submit new forms to update personal information or make a change to benefit coverage. [See what happens when you change jobs or ministries.](#)

### Other things you might be curious about

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**Employee categories.** Answers to many HR-related questions depend on what category of employee you are. For example, benefits are different for bargaining unit (union) and excluded (non-union) employees. Ask your supervisor or [AskMyHR](#) about your job classification or appointment status. [Find out how jobs are categorized.](#)

**Benefits.** Regular and auxiliary employees are eligible for benefits. [Get to know your benefits.](#) All employees are automatically enrolled in the [Public Service Pension Plan](#) which means you're eligible for a lifetime monthly pension when you retire. **Auxiliary** employees contribute to the Pension Plan once they have earned a salary that exceeds 50% of the year's [maximum pensionable earnings](#) in a calendar year. Find out about your [pension contributions and planning options.](#)

**Getting paid.** Check your offer letter – it'll tell you what your bi-weekly salary will be before deductions. Pay day is every second Friday. Learn about [payroll deductions and overtime rates.](#)

**Probation.** New employees work a 913-hour [probation period](#) (about six months) when they first start.

**Taking time off.** [Vacation time](#) is one type of leave that regular employees are entitled to. Talk to your supervisor or someone on your team to find out about your work unit's processes for scheduling leave.

**What it's like to work here.** See what type of organization the BC Public Service is. [Learn about the great opportunities that come with working here.](#)

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**Ask questions or get more information:** [Onboarding.Support@gov.bc.ca](mailto:Onboarding.Support@gov.bc.ca)