

EMPLOYEE ONBOARDING



New Employees

If you are new to the public service, you must complete and sign all applicable forms for new employees. A complete list of these forms and instructions on how to complete them can be found on the [New Employee Checklist](#). If you are unsure of what forms to complete or have questions about completing the forms, ask your supervisor.

As a new employee, you will be provided with a government IDIR ID. This ID is used to authenticate all your electronic interactions as a government employee. You must validate your government ID (IDIR) before you can access [Employee Self Service](#) and [AskMyHR](#) service requests. Visit [Validating Your IDIR](#) for more information. Your completed forms are submitted to the relevant service area via an AskMyHR service request. Please refer to the link in your confirmation letter for information on how to complete and submit your benefit forms.

Current Regular & Auxiliary Employees

If you are currently a Public Service employee, you only need to submit new forms if you are making a change to your existing information (for example, TD1, TD1BC) or making a change to your benefit coverage due to a life event. Your confirmation letter includes a link to update your forms.

Benefits Forms

This information is only for regular and auxiliary employees with benefits.

Benefits for bargaining unit employees

Bargaining unit employees can complete their forms online. Once you have [validated your IDIR](#), you can access the forms on [Employee Self Service](#). Employees moving from an excluded position to a bargaining unit position must enrol in the bargaining unit benefits program by completing the bargaining unit benefit forms.

Benefits for excluded employees

Excluded employees must make their choices under the Flexible Benefits Program within 30 days of becoming eligible or they will receive the default options. Employees moving from a bargaining unit position to an excluded position must enrol in the flexible benefits program within 30 days of becoming eligible for flexible benefits, otherwise they will be enrolled in the benefit plans (and plan options) that most closely match the coverage that they had while participating in the bargaining unit program.

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