

# EAS Employee Onboarding & Offboarding Process

## WHEN YOU ARRIVE

**ONEcard** - this is your UAlberta ID card that is used for various on-campus services, such as door access, libraries, printing and copying, food, and more.

A photo can be submitted and approved in advance. You must pick up your ONEcard in person and present valid government issued photo ID at time of issuance.

[Learn more about ONEcards and where the InfoLink ONEcard Service Centre is located.](#)

**Key/ONEcard Access Request System** - you will be given automatic card swipe access to the exterior doors of ESB, Tory and CCIS, CCIS elevators, bookable meeting rooms (ESB 2-15 and 2-18), mail room (ESB 1-25 A), and package/lunchroom (ESB 1-29). For any other rooms that you require access to, including your office space, you will need to submit your request for keys/access via the [EAS Key Request Form](#) (multiple rooms can be requested on the same form). If a room that you are requesting access requires a physical key, you will receive an email when the key is ready for pick-up. Keys can be retrieved from the main office (ESB 1-26).

**Direct Deposit** - this can be set up in [Bear Tracks](#). Once logged in, select the *Employees* tile, follow the *Employee Self-Service (HCM)* link, then select the *Payroll & Compensation* tile. On the left side navigation, select *Direct Deposit*. Near the bottom of the page, click the *Add Account* button, input your banking information, and submit.

**Teaching Guide** - review this document if you will be teaching a course in EAS. The guide covers practical guidance for instructors before and during the term, teaching resources, facilities program information, and more.

**Mail** - letter mail is distributed to the mailboxes within the inner room of ESB 1-25. Outgoing letter mail can be left on the outgoing mail countertop tray; it must either have postage or a mail slip attached with speedcode.

You will receive an email if a package has arrived for you. Packages can be retrieved from ESB 1-29. Outgoing packages must have a completed [Shipping Form](#) attached, and can be left on the right hand side counter beneath the window in ESB 1-29.

[Click Here to View Onboarding Toolkit](#)

## **Contacts**

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## **WHEN YOU LEAVE**

**Keys** - return your keys to the main office (ESB 1-26).

**Mail** - retrieve any mail from your mailbox, and update your forwarding address.