

# Employee ID and Staff Account Set Up Requests Detailed Process

Employee Group	Area Responsible for Employee ID Setup	Timing	Process and Communications
Full Time Employees Admin, Support, Faculty	Human Resources – HRIS Record Analysts Sara Freitas or Arlyn Ocampo	The emplid is typically setup once the paperwork has been set up in the HRIS. If the emplid needed before hand – Talent Acquisition (TA) request early set up. May need the emplid to set the employee up in AI (for SWF planning). SLATE uses the Sheridan userid and password. The SLATE login will be available 24 hours after the userid and password have been created. Usually all paperwork has been completed or at least Name, Address, SIN. Often will complete the job set up as well.	<ol style="list-style-type: none"> <li>1. The Talent Acquisition (TA) or HR Portfolio manager requests the employee id from the HRIS Records Analysts.</li> <li>2. The HRIS Records Analysts creates the employee id and provides it to Manager.</li> <li>3. The Manager requests a staff account userid to be created for the employee by completing and submitting the <a href="#">Account Request Form</a>. <b>Please note:</b> the Manager may have to request access to the form by emailing <a href="mailto:servicedesk@sheridancollege.ca">servicedesk@sheridancollege.ca</a>.</li> <li>4. The Service Desk will inform the manager of staff account userid, email and temporary password and the manager will communicate this information to the employee.</li> <li>5. The manager will send an email to <a href="mailto:onecard@sheridancollege.ca">onecard@sheridancollege.ca</a> and provide the employee id, staff account userid and name to enable a onecard to be issued to the employee. (fast-track process).</li> </ol>

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Part Time Support & Student Non-Teaching Academic	Payroll – Payroll Officers payroll@sheridancollege.ca	Employees are not set up typically until two weeks after they have started in position. They are set up earlier if requested and payroll has the time and paperwork.	<ol style="list-style-type: none"> <li>1. The Manager or FCAPS Financial Operations Specialist requests the employee id from payroll.</li> <li>2. The Payroll Officers will not set up the employee id without the new hire paperwork.</li> <li>3. The Payroll Officer will do their best to accommodate the set up of the job-data (contract) – however there may be delays due to volume and point of time within the payroll cycle. Payroll will communicate the employee id to the Manager or FCAPS Financial Operations Specialist.</li> <li>4. The Manager or FCAPS Financial Operations Specialist requests a staff account userid to be created for the employee by completing and submitting the <a href="#">Account Request Form</a>. <b>Please note:</b> the Manager may have to request access to the form by emailing <a href="mailto:servicedesk@sheridancollege.ca">servicedesk@sheridancollege.ca</a>.</li> <li>5. The Service Desk will inform the Manager or FCAPS Financial Operations Specialist of staff account userid, email and temporary password and the Manager will communicate this information to the employee.</li> <li>6. The Manager or FCAPS Financial Operations Specialist will send an email to <a href="mailto:onecard@sheridancollege.ca">onecard@sheridancollege.ca</a> and provide the employee id, staff account userid and name to enable a onecard to be issued the employee. (fast-track process).</li> </ol>

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Part Time Teaching Contracts - AI & Paper Contracts	Human Resources – Talent Acquisition (TA) Cindy Barwick	Emplid are required prior to start date in order to assign work in AI and produce contract. SLATE uses the Sheridan userid and password. The SLATE login will be available 24 hours after the userid and password have been created.	<ol style="list-style-type: none"> <li>1. The Faculty APA informs Talent Acquisition (TA) that they wish to offer a teaching contract to an individual from the pool.</li> <li>2. Talent Acquisition (TA) will create the employee id and communicate it to the Faculty APA.</li> <li>3. The Faculty APA will setup individual in AI</li> <li>4. The Faculty requests a staff account userid to be created for the employee by completing and submitting the <a href="#">Account Request Form</a>. <b>Please note:</b> the Manager may have to request access to the form by emailing <a href="mailto:servicedesk@sheridancollege.ca">servicedesk@sheridancollege.ca</a>.</li> <li>5. The Service Desk will inform the Faculty APA of staff account userid, email and temporary password and Faculty APA will communicate this information to the employee</li> <li>6. The Faculty APA will send an email to <a href="mailto:onecard@sheridancollege.ca">onecard@sheridancollege.ca</a> and provide the employee id, staff account userid and name to enable a onecard to be issued the employee. (fast-track process).</li> </ol>

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FCAPS Contracts & Paper Contracts	FCAPS - Financial Ops Support Specialist	Emplid are required prior to start date in order to assign work in the ConEd contract bolt-on and produce contract. Challenges are timing – often last minute scramble to find Instructors or cancel classes due to low enrolment.	<ol style="list-style-type: none"> <li>1. The Program Manager informs Talent Acquisition (TA) and the Ops Support Specialist that they wish to offer a ConEd contract to an individual from the pool. Talent Acquisition (TA) collects all required documentation and follows the CPTR process.</li> <li>2. Once an application form and copy of credentials is received from the individual, Talent Acquisition (TA) will create the employee id and communicate it to the Program Manager and Ops Support Specialist. Contract should not be issued until reference check is complete and Talent Acquisition (TA) provides the credential request message to supplement the contract.</li> <li>3. The Ops Support Specialist will setup individual as an instructor in the ConEd contract bolt-on</li> <li>4. The Ops Support Specialist requests a staff account userid to be created for the employee by completing and submitting the <a href="#">Account Request Form</a>. <b>Please note:</b> the Manager may have to request access to the form by emailing <a href="mailto:servicedesk@sheridancollege.ca">servicedesk@sheridancollege.ca</a>.</li> <li>5. The Service Desk will inform the Ops Support Specialist of staff account userid, email and temporary password and Ops Support Specialist will communicate this information to the employee.</li> <li>6. The Ops Support Specialist will send an email to the <a href="mailto:onecard@sheridancollege.ca">onecard@sheridancollege.ca</a> and provide the employee id, staff account userid and name to enable a onecard to be issued the employee. (fast-track process)</li> <li>7. If course is cancelled and instructor has no other contracts, the Ops Support Specialist will notify Talent Acquisition (TA) and ask the Service Desk to suspend the staff account userid and account access</li> </ol>

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Contractors\ Consultants Employees of Contractors\ Vendors	Human Resources – HRIS Records Analysts Sara Freitas or Arlyn Ocampo	Contractors\Consultants are not considered employees of the College and would require access to the College systems while performing work\service that is not performed by other employees of the College. The expectation is that the department\faculty has worked with their HR Portfolio Manager through the “Establishing Employer\Employee & Contractor for Services Procedure”	<ol style="list-style-type: none"> <li>1. The department\faculty has worked with their HR Portfolio Manager through the “Establishing Employer\Employee &amp; Contractor for Services Procedure” and HR has determined that the activity is not employment work and has completed and filed a “Requests for Services” form. A copy of this form is sent to Purchasing and also kept in HR. This procedure can be found under Access Sheridan&gt;Human Resources Centre&gt;Forms</li> <li>2. Once the service has been procured, the department\faculty requests the employee id from the HRIS Records Analysts. (Sara Freitas or Arlyn Ocampo)</li> <li>3. The HRIS Records Analyst verifies the “Requests for Services” form and authorization to hire a contractor. If the request is for an employee of an approved vendor, the HRIS Records Analyst will contact purchasing for the vendor number if not one of the existing known vendors. See Appendix A for known vendors and contacts:</li> <li>4. The HRIS Records Analyst will then provide the employee id to the manager.</li> <li>5. The Manager requests a staff account userid to be created for the employee by completing and submitting the <a href="#">Account Request Form</a>. <b>Please note:</b> the Manager may have to request access to the form by emailing <a href="mailto:servicedesk@sheridancollege.ca">servicedesk@sheridancollege.ca</a>.</li> <li>6. The Manager will send an email to <a href="mailto:onecard@sheridancollege.ca">onecard@sheridancollege.ca</a> and provide the employee id, staff account userid and name to enable a Vendorcard to be issued the employee. (fast-track process)</li> <li>7. The Service Desk will inform the Manager of staff account userid, email and temporary password and Manager will communicate this information to the Contractor</li> </ol>

<b>Other Notes:</b>	<ol style="list-style-type: none"> <li>A. Human Resources runs a query on a daily basis that looks for new employees who do not have a staff account, then they submit the staff account setup request. There is no formal communication from HR to the employee regarding the username, email or temporary password. The purpose of this action is to enroll them into mandatory training such as AODA, WHMIS etc. The registrar’s office mails the staff account userid, email address and temporary password to the employee’s home address. All correspondence from HR is sent to the employee email.</li> <li>B. The services provided by Bryan MacFarlane’s group (DUPID) is only for student record requests. The <a href="mailto:dupid@sheridancollege.ca">dupid@sheridancollege.ca</a> email address will be updated to reflect this, and direct employee id requests to the areas responsible per this document.</li> </ol>
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# Appendix A

Area	Sheridan Manager/Contact	Vendor Supervisor	Vendor Supervisor Title	Vendor Company
Campus Security Trafalgar (and STC)	Cathy Sloat	Kris Dowlatshahi	Security Site Supervisor	Primary Response Inc.
Campus Security Davis	Cathy Sloat	Douglas Hardy	Security Site Supervisor	Primary Response Inc.
Campus Security HMC	Cathy Sloat	Mohammad Shaikh	Security Site Supervisor	Primary Response Inc.
Cleaners Trafalgar	Chris Nanos	Niveria Rodrigues	Area Manager	DTZ / UGL Limited
Cleaners Davis	Gord Ide			
Cleaners HMC (and STC)	Danilo Perucho			
Student Union	N/A	Sawssan Matar		Sheridan Student Union
Student Union Cleaners	N/A	Dan Casey	Senior Manager, Hospitality & Operations at SSU	Gosunca Inc.
Residence Trafalgar	N/A	Shanna Maher\Alex French	Residence Services Supervisor	Sheridan Residence
Residence Davis	N/A	Shanna Maher\Mike DiFlorio	Residence Services Manager	Sheridan Residence
HalTech	Sheridan Research Department			HalTech
Grenville Print Centre	Glenna Phillips (Ancillary Services)	Ivelina Nikolov	Store Manager	Grenville
Food Services	Glenna Phillips (Ancillary Services)			Chartwells

Bookstores	Glenna Phillips (Ancillary Services)			Follett
Health Centre	Anna Maocheia	N/A	N/A	