

AUPE Continuing New Employee Checklist

Please ensure you have completed all of the following to ensure a smooth onboarding process:

Prior to your first day of Work

Enrollment Forms

- Completed the extended Health and Dental Form
- Completed the Alberta Blue Cross Direct Deposit form
- Completed the mandatory Basic Life Insurance form
- Completed the mandatory accidental Death & Dismemberment Form
- Completed the mandatory accidental Death & Dismemberment Enrollment Form (SSQ)
- Completed both the Federal and the provincial TD1 forms
- Completed (if not already submitted) your direct deposit information to payroll
- Completed the PSPP Designation of Beneficiary form
- Completed the PSPP Pension partner Information Form
- Bring all the forms and original documents (AHC cards, Passports and marriage certificate if applicable) to HR

Parking

- Set up parking (Contact 403-329-2602 or email parking@uleth.ca) [Parking Rates](#) [Parking Lot Map](#)

Your first Week

The Bridge

- Set up your Bridge Account https://login.uleth.ca/cas/logout?ret_code=
- Enter your emergency contact information on the Bridge
- Obtain your [employee ID card](#) from IT
- Allocate your flex spending amount (You will receive an email from HR with information and instructions)

Your first Month

Alberta Blue Cross

- Set up your Alberta Blue Cross account online
- Fill out the direct deposit information on your Alberta blue Cross account online for reimbursement purposes
- Contact Alberta Blue Cross if you have coordination of Benefits

Pension Plan

- Register to receive online statements
- Review additional benefits? (Voluntary life insurance, AD&D, RRSP, etc)