

## Post Doc 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 both the Federal and the provincial TD1 forms
- Completed (if not already submitted) your direct deposit information to payroll
- 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](mailto: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=](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