



# myHR New Hire Documentation

## Instruction Manual for Residents

### GENERAL NOTES

- The completion of all steps will take you approximately one hour
- You can complete the steps in any order
- You can exit and come back as often as you need until you have completed all of the steps
- We recommend that you use a laptop or PC that has CHROME as the browser to complete your new hire documentation due to the need to download and upload documents

### GETTING STARTED

- **FIRST TIME ONLY:** You will receive your Corporate ID and temporary password from Medical Affairs in mid-June. If you have not already changed your temporary password, you will need to go to <https://changepass.lhsc.on.ca> and use the username and temporary password to create your permanent password (*this will be the password you use to login in to all applications once you start your employment with LHSC*)
- **Install the Duo Mobile app on your iPhone or Android phone (or tablet).**
  - Log onto your home computer.
  - On your computer, open a web browser and go to [mfa.lhsc.on.ca](https://mfa.lhsc.on.ca)
  - Follow the on-screen prompts until you receive the "Enrollment Successful" message
  - Choose the "Push Notification" option.
  - Close your browser.
- Go to <https://hr.lhsc.on.ca/psp/HRLHPRD/> to access LHSC myHR
- Login using the username provided in the separate email and the new password you just created
- Click on the Onboarding Activities Tile at the top of your screen



### STEP 1: Welcome & Instructions

- Review for important information for completing your onboarding activities

### STEP 2: Verify Address

- Review the information on the screen to ensure it is accurate
- If it is accurate you can move on to the next step
- If changes are required, click on the arrow (>) beside the address requiring change

### STEP 3: Verify Phone (Home & Mobile) and Email

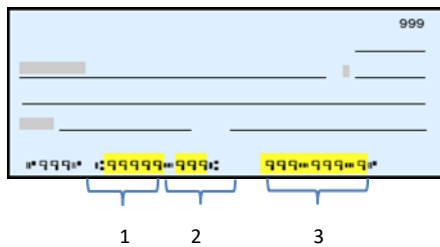
- Review the information on the screen to ensure it is accurate and complete
- You must have at least one number with the Type “Home” and this must be selected as your “Preferred” number
- If changes are required to the existing information, click on the arrow (>) beside the number requiring change
- If you would like to add another phone number or email, click on the plus sign (+)

### STEP 4: Emergency Contacts

- Click “Add Emergency Contact” button to add **at least** one (1) emergency contact

### STEP 5: REQUIRED Banking Information

- Click on “Add Account” to add your direct deposit banking information; if you need to make changes to information you have already entered, **DO NOT DELETE** the existing information, click to edit
- Type your Bank ID, Branch ID & Account Number; this information can be found on your cheques



1. Branch ID
2. Bank ID
3. Account Number

- **NOTE** – if the Bank ID and Branch ID that you enter do not exist in the system you will receive an error message; please contact Recruitment for assistance
- Select “Checking” as the Account Type
- **NOTE** – You may only make one change per day to your banking information; if you attempt to make subsequent changes in the same day you will receive this error message and you will have to make the change the following day



## STEP 6: REQUIRED Payroll and Benefit Documents

- Designation of Beneficiaries
  - ⇒ Click on Download beside the form name under Step 1 to Download to your device
  - ⇒ Form is required to be filled out then printed for signature
  - ⇒ Scan or take a picture of the completed, signed form
    - ⇒ Upload the form by clicking Upload beside the form name under Step 2 and navigating to where you have saved the form
  - ⇒ The paper copy of the signed designation of beneficiaries form **MUST ALSO** be submitted to GO2HR at University Hospital (RM CLL-102) or Victoria Hospital (RM C3-302/304). Failure to provide the original copy to GO2HR will result in proceeds being paid to your estate.
- Group Benefit Application & Tax Forms – TD1 & TD1ON
  - ⇒ Click on Download beside the form name under Step 1 to Download to your device
  - ⇒ Complete the fillable form online; *Note: electronic signatures are acceptable*
  - ⇒ Save form to your device, taking note of where it has been saved
  - ⇒ Upload the saved form by clicking Upload beside the form name under Step 2 and navigating to where you have saved the form
- Life insurance form must be completed and original copy must be submitted. Please bring with you when you get your ID. Form is located: <https://www.sjhc.london.on.ca/medical-affairs/orientation-information-residents-and-clinical-fellows/orientation-payroll>
- For details about your benefit plan go to <https://www.sjhc.london.on.ca/medical-affairs/orientation-information-residents-and-clinical-fellows/orientation-payroll>
- Once all forms are complete and uploaded this step is considered complete.



## STEP 7: REQUIRED Additional Documentation for Upload

As a condition of your employment, you must upload the following documents:

- Proof of Social Insurance Number (SIN) - acceptable proof includes a copy of your SIN card/letter or a copy of the top portion of your Canada Revenue Agency Notice of Assessment (with your full SIN visible). If you are unable to find a hard copy of your SIN you can access a visible electronic copy by doing the **following**:
  - Under your CRA profile, scroll down and select "Proof of income statement (option 'C' print)" under Related Services. Then select a tax year and click "Next". This should show you an assessment with your SIN visible.
- **NO** other forms of SIN documentation will be accepted.
- Proof of Date of Birth - acceptable proof includes a copy of your birth certificate, passport, Nexus card, citizenship card or baptism/christening certificate or valid Canadian driver's license.

- Proof of Spousal Relationship (*only applicable if applying for a spouse under Family Benefits*)\*
  - ⇒ Married Spouse – acceptable documentation is a government certified marriage certificate
  - ⇒ Common-Law Spouse – acceptable documentation is a copy of the most recent income tax return of you and your spouse that clearly indicates that you are living in a common-law relationship on your tax return
- If you were asked to provide any documents in addition to the ones listed above as a condition of your offer, upload those here as well
- To upload your documents, click “Add Attachment” and select the documents you wish to upload from your device; once all documents are selected click “Upload”; once upload is complete click “Done”
- **NOTE** – you may only attach up to 5 files per upload; if you have more than 5 documents simply upload the first 5 following the directions above and then click the “+” sign to upload any remaining documents
- Once all documents have been successfully uploaded click “Save” and this step is considered complete


### **STEP 8: REQUIRED Privacy & Confidentiality Training**

Instructions on how to complete the Privacy eLearning and agreement were identified within your hospital application package, within the “Checklist of Mandatory Requirements”, which was sent to you by Medical Affairs. The Privacy eLearning must be completed before your systems access can be granted.

### **STEP 9: REQUIRED Health Review**

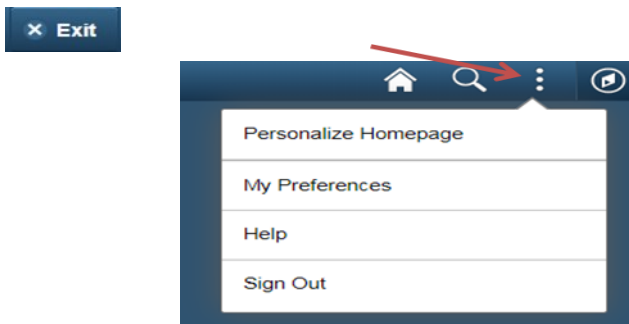
- This is to acknowledge that you have completed and submitted your health review to Occupational Health & Safety Services (OHSS)
- All completed OHSS forms must be sent directly to [OHSS-MedicalAffairs@lhsc.on.ca](mailto:OHSS-MedicalAffairs@lhsc.on.ca) this is highly confidential information that will only be reviewed with OHSS

## STEP 10: Checklist of Steps & Mark Complete

- Use this checklist to mark each step complete as you complete them
- Once you feel you have adequately completed each step, ensure the Mark Complete button has been selected beside each step and then click the button at the top of the page; you will only be able to click this button if all steps are marked complete 
- **NOTE** – once you have clicked the green Complete button you will not be able to modify any of the information or documents within your Onboarding Activities, and the Onboarding Activities tile will no longer appear on your myHR homepage

## EXIT & SIGN OUT

- Click at the top left of your screen; this will take you back to your myHR home page
- Sign Out by clicking on the Ellipsis at the top right of your screen and selecting Sign Out



## NEED HELP?

Additional resources can be found at <https://intra.lhsc.on.ca/hr/help-section-new-hire-documentation>  
Or contact Recruitment; Email: [recruitment@lhsc.on.ca](mailto:recruitment@lhsc.on.ca) Phone: 519-685-8500 ext 34321

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## Employment Standards in Ontario

The *Employment Standards Act, 2000* (ESA) protects employees and sets minimum standards for most workplaces in Ontario.

**Employers are prohibited from penalizing employees in any way for exercising their ESA rights.**

**FAIR AT  
WORK  
ONTARIO**

## What you need to know

### Minimum wage

Most employees are entitled to be paid at least the minimum wage. For current rates visit: [Ontario.ca/minimumwage](https://www.ontario.ca/minimumwage).

### Hours of work and overtime

There are daily and weekly limits on hours of work, and rules around meal breaks, rest periods and overtime.

### Public holidays

Ontario has a number of public holidays each year. Most employees are entitled to take these days off work and be paid public holiday pay.

### Vacation time and pay

Most employees earn vacation time after every 12 months of work. There are rules around the amount of vacation pay an employee earns.

### Termination notice and pay

In most cases, employers must give advance written notice when terminating employment and/or termination pay instead of notice.

### Leaves of absence

There are a number of job-protected leaves of absence in Ontario. Examples include pregnancy, parental, family caregiver, personal emergency leave (paid and unpaid) and sexual and/or domestic violence leave (paid and unpaid).

### Other employment rights, exemptions and special rules

There are other rights, exemptions and special rules not listed on this poster including rights to severance pay and special rules for assignment employees of temporary help agencies.



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**1-800-531-5551 or TTY 1-866-567-8893**

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