

FAQ: New Employees

What information do I need to submit when I start my role?

Please bring the following to HR/Payroll on your first day, if not sooner:

- SIN card or Notice of Assessment from the Government of Canada (with full name and SIN number)
- Photo identification
- *Direct Deposit Form* with a void cheque or direct deposit slip from the bank
- Federal (TD1) and Provincial (TD1BC) *Tax Credits Return* forms
- Original work/study permit (if applicable)

All forms are accessible under [Employee Forms > Payroll Forms](#). More forms may be required depending on your employee group.

Is there an orientation for new employees?

Yes, the College hosts an employee orientation at the beginning of each semester. New employees are invited and expected to attend. To find out about the next orientation and register, email hrpayroll@langara.ca. In the meantime, you can better orient yourself to Langara by reviewing the [About Langara](#) page.

Respectful workplace training is mandatory for all employees. You can choose to complete your training online or in-person, whichever works best with your schedule. Visit the [Respectful Workplace](#) page to access the course or register for onsite training.

What College policies should I be aware of?

You should review the following policies, accessible on the [College Policies](#) page, within your first week at Langara:

- Copyright (B5003-B5004) and Fair Dealing (B1013)
- Human Rights (B3008)
- Respectful Workplace (D1007)
- Instruction (F1001-F1007)
- Student Code of Conduct (E1003)
- Purchasing (C3001)

You should also be aware of the [BC Freedom of Information & Protection of Privacy Act \(FIPPA\)](#). We encourage you to become familiar with all policies, especially those of relevance to your work environment or type of work.

Where can I find information on campus maps and parking passes?

Visit the [Campus Maps](#) page for detailed maps and floor plans. Learn about your transportation options on the [Parking & Transportation](#) page.

Who do I contact for network, email, Wi-Fi, phone, and audio/visual inquiries?

IT contact information and service hours are listed on the [IT website](#).

What about other services on campus?

Visit the following links for applicable information:

- [Safety & Security](#)
- [Purchasing](#)
- [Print Services](#)
- [Educational Technology](#)
- [Teaching and Curriculum Development Centre \(TCDC\)](#)
- [Student Services](#)
- [Library](#)
- [Cafeteria](#)

How do I stay informed about College news and events?

Keep an eye on Langara's [News and Events](#) page and stay up to date via *The Langara Post*, the internal employee newsletter. A summary email with newly added articles and those with approaching deadlines are communicated weekly. You can also access the Post via myLangara and by making it your homepage.

Langara Announcements (ad hoc) is another College-wide email communication and is used for emergencies and urgent messages.

How do I contact other Langara employees?

Visit Langara's [Online Employee Directory](#) to access local numbers, email addresses, and campus locations.