Working at the ATSSC/My arrival

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Pre-Arrival Checklist: Are you ready for your first day?

Our pre-arrival onboarding content contains general guidance that applies to most employees' working arrangements.

✔Discuss with your hiring manager

Your hiring manager has likely already contacted you to communicate the preliminary job offer and arrange a start date. This person will be the primary resource assigned to support your pre-arrival onboarding activities.

- **Talk to your hiring manager about the details of your work arrangement**, such as hours of work and work location. Your position may be suitable for telework. If you are interested in teleworking, discuss with your manager to determine if you can work remotely or if your position requires you to work full-time at an ATSSC worksite.
- **Stay in regular contact with your manager** if there is a long period between the job offer and the start date.
- It may be too early to know **if you need workplace accommodation** but take the time to speak to your new manager about the workplace and any potential workplace accommodation.
- Workspace setups will vary on a case-by-case basis, but if you foresee the need for **specific equipment to carry out your duties**, please discuss it with your hiring manager as soon as possible.
- Before **your first day**, make sure you have clear instructions about what to do and have the required contact information for your arrival should it be virtual or in-person.

- For any **other questions or concerns** not covered on this site, do not hesitate to contact your hiring manager.

✔Monitor your e-mail for important documents and communications

At some point during your hiring process, you should have provided your manager with an e-mail address. Monitor this e-mail account regularly for important messages until you have access to your ATSSC e-mail account.

The following list includes some examples of communications and documents you should receive before your arrival. Depending on your work arrangement, some of these items may not apply to you. When in doubt, **ask your hiring manager**.

- Letter of offer package from your manager
- Instructions for obtaining your IT equipment from your manager or a delegated IT technician
- Network access information
- Reference materials related to your role and organization:
  - Phone list
  - Organizational chart with titles
  - Staff lists and/or other contact lists
  - Voicemail and email instructions
  - Job description

✔Getting your technology (IT) equipment and network access

Whether you will be working remotely, in-person or through a hybrid model, your hiring manager will coordinate with you to ensure you receive the tools and equipment you need to carry out your work.

If you foresee the need for specific equipment, or any other circumstance that may affect your ability to carry out your regular duties, please discuss it with your hiring manager as soon as possible.

Once you obtain your IT equipment, follow the enclosed instructions to finish setting up your computer, and ensure you have a stable Internet connection if accessing the network remotely.

Technical support

If you are having trouble setting up your workstation or logging onto the network, you can call the IT service desk at 613-947-5444 between the hours of 8:00 am and 5:00 pm EST or you can send an e-mail to IT-TI@tribunal.gc.ca (mailto:IT-TI@tribunal.gc.ca). **Employees of the Social Security Tribunal secretariat should contact the National Service Desk at 1-800-268-0408.**

Arrival Checklist: What to do in your first week…

✔Meet Your Manager

Whether you are working remotely or physically in the office, your manager should arrange to meet with you on your first day. If you are scheduled for a virtual meeting, make sure to check your new ATSSC e-mail account for the invitation—the link to join via MS Teams will be embedded in the invitation.

- If you are new to the federal public service, your manager will discuss the **oath or solemn affirmation** and ask for you to sign.
- Your manager should take time to discuss the ATSSC's organizational chart and the mandate of the tribunal you support, or if you work in Internal Services, the mandate of your work unit, as well as discuss overall priorities and objectives.
- Your manager should confirm that you have understood the Values and Ethics Code for the Public Sector (https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=25049), and the ATSSC Code of Conduct: Values and Ethics, Standards of Conduct, and Conflict of Interest and Post Employment (https://intranet.atssc-scdata.gc.ca/tools-resources/documents/ATSSC-Code-of-Conduct-en.pdf).
- Take the time to ask your manager any question you may have. We all are here to support you as you onboard and your manager will be happy to guide you in the right direction.

✔To-do list

- ## Know your Personal Record Identifier (PRI)

If you are new to the federal public service, find out your personal record identifier (PRI) number. This is a number unique to you and will stay with you for the duration of your career with the Government of Canada (GoC).

Your PRI is needed to access most federal government systems. If you do not know your PRI, simply send an email to Compensation-Remuneration@tribunal.gc.ca (mailto:Compensation-Remuneration@tribunal.gc.ca) and an advisor will be happy to help.

- ## Create your myKEY account

myKEY, (also known as PKI Certificate or Entrust Profile), is a secure electronic credential required to access several Government of Canada applications, including: Phoenix, MyGCPay, MyGCHR, myEmployees, Public Service Performance Management (PSPM), etc.

If you are new to the federal public service you can get a myKEY account by following the instructions on Shared Service Canada's self-serve website: Online Registration and Credential Administration (https://eajl-orca.securise-secure.gc.ca/O/vw/bienvenue-welcome-eng.pub). Members of the Social Security Tribunal (SST) and employees of the SST Secretariat must create a ticket with the National Service Desk (http://srmis-sigdi-iagent.prv/en).

If you transferred from another department, contact the IT Service Desk at IT-TI@tribunal.gc.ca (mailto:IT-TI@tribunal.gc.ca) to have your myKEY transferred to the ATSSC. Members of the SST and employees of the SST Secretariat must create a ticket with the National Service Desk (http://srmis-sigdi-iagent.prv/en).

If you have lost your myKEY file (.epf file extension), follow the instructions on the Lost myKEY page (https://eajl-orca.securise-secure.gc.ca/O/rc/recuperermacle-recovermykey-eng.pub?ntr=lst).

For questions about myKEY, contact the IT Service Desk at: IT-TI@tribunal.gc.ca (mailto:IT-TI@tribunal.gc.ca). Members of the SST and employees of the SST Secretariat must create a ticket with the National Service Desk (http://srmis-sigdi-iagent.prv/en).

Create or update your Canada School of Public Service (CSPS) account

The **Canada School of Public Service (https://www.csps-efpc.gc.ca/index-eng.aspx)** (CSPS) provides a common, standardized curriculum that supports federal public servants through key career transitions, ensuring that they are equipped to serve Canadians with excellence.

Sign in (https://www.csps-efpc.gc.ca/platform/signin-eng.aspx) to the School's learning platform (using Chrome or Edge) to access all learning activities offered at the School**.** *Note: your PRI is required.*

For employees who are new to the federal public service, **create an account** (https://csps-efpc.gc.ca/platform/signin-eng.aspx) now!

For employees who are joining the ATSSC from another department, please update your **account information (https://idm.csps-efpc.gc.ca/en/account)** (found under "Settings").

Complete a telework agreement

After obtaining approval from your manager about a telework schedule, you will need to complete a telework agreement in the TBS Application Portal (TAP) (https://portal-portail.tbs-sct.gc.ca/home-eng.aspx) using the myWorkArrangements (https://portal-portail.tbs-sct.gc.ca/accessrequest-eng.aspx?url=https%3a%2f%2fmwa-mrt.tbs-sct.gc.ca&SystemId=MWA) application. To do so, you will need your MyKEY.

Mandatory Training

Consult the **mandatory training (https://intranet.atssc-scdata.gc.ca/en/human-resources-hr/career-development-and-learning/training#mt)** list to identify the courses you need to take and register for these courses by first signing in to the Canada School of Public Service's **learning platform** (https://www.csps-efpc.gc.ca/platform/signin-eng.aspx) (using Chrome or Edge). *Note: your PRI is required.*

Your first week on the job is a good time to start your learning.

Discuss expectations

Discuss your expectations with your manager and understand their expectations of you. Clear work objectives should be provided to you. This is also a good time for your manager to discuss a learning plan and the overall performance management process.

Public Service Performance Management application (PSPM)

Set up your profile in the **Public Service Performance Management application** (https://portal-portail.tbs-sct.gc.ca/home-eng.aspx) (PSPM). *Open using Chrome or Edge.* (Note: Your PRI and myKEY are required). Consult the PSPM User Guide for Employees (https://intranet.canada.ca/hr-rh/ptm-grt/pm-gr/pspmge-ggrfpe-eng.asp) for information on how to **register** to access PSPM.

If you have employees reporting to you, access "myEmployees (https://portal-portail.tbs-sct.gc.ca/myemployees-mesemployes/en)" to add new employees and release former employees. Consult the PSPM User Guide for Executives and Managers/Supervisors (https://intranet.canada.ca/hr-rh/ptm-grt/pm-gr/pspmgex-ggrfpcs-eng.asp) for more information.

Learn more about performance management by visiting our GCWiki page: My performance and my career.

Complete the Self-Identification Form

We ask that all employees complete the **Employment Equity Self-ID Form** in **MyGCHR (https://mesrhgc-mygchr.spac-pspc.gc.ca/GCHRPRD/signon.html)** (in Employee Self Service) which allows you to voluntarily identify, as applicable, to one or more of the four (4) employment equity designated groups (e.g., visible minorities, Indigenous peoples, persons with disabilities and women).

Accessibility Passport

The Government of Canada Workplace Accessibility Passport (https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/diversity-inclusion-public-service/accessibility-public-service/government-canada-workplace-accessibility-passport/about.html) ensures employees with disabilities have timely access to adaptive equipment and supports needed to be successful at their job.

Do you think you might face barriers at work? Find out how the Passport (https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/diversity-inclusion-public-service/accessibility-public-service/government-canada-workplace-accessibility-passport/about.html) works and how it can benefit you.

✔Get involved and stay connected

There are a variety of ways to get involved and share your ideas at the ATSSC. Talk to your manager about existing working groups and committees, and consult the links below for additional opportunities.

Get Involved
Communities of Practice(https://intranet.atssc-scdata.gc.ca/en/about-us/atssc-communities-practice)
ATSSC Champions(https://intranet.atssc-scdata.gc.ca/en/about-us/atssc-champions)
Association of Professional Executives(https://apex.gc.ca/)

Stay Connected
The ATSSC intranet (https://intranet.atssc-scdata.gc.ca/index-en.html) helps to keep employees connected and up to date with important information, messages and new events.
GCXchange (https://www.gcx-gce.gc.ca) is the Government of Canada's new digital workspace . ▪ Chat with GC colleagues using Microsoft Teams ▪ Co-author documents with public servants from other departments ▪ View departmental and GC-wide communications ▪ Access content that is personalized for you
GCIntranet (https://intranet.canada.ca/index-eng.asp) is an authoritative, central communications channel to reach all public servants. Makes it faster and easier to find information and tools public servants need to do their jobs and collaborate across institutions.
GCcollab is a networking and collaborative workspace open to all Canadian public servants (federal, provincial and territorial), academics and students, as well as to all Canadians by invitation.
GCdirectory (http://gcdirectory-gcannuaire.ssc-spc.gc.ca/en/GCD/?pgid=009) is a directory of federal public servants to help you find a colleague.
GCwiki is a public wiki hosted by the Government of Canada to facilitate collaboration and knowledge sharing.
GCpedia (https://www.gcpedia.gc.ca/wiki/?setlang=en) is a knowledge-sharing tool designed to facilitate collaboration and co-creation of information.

✔Learn about GCDocs (ATSSC's records repository)

GCdocs is the official Electronic Document Records Management Solution (EDRMS) of the Government of Canada, used by the ATSSC as its primary repository for corporate information and electronic documents.

While internal services and most secretariats have access to GCdocs, please note that Canada Industrial Relations Board, Canadian Cultural Property Export Review Board and Social Security Tribunal secretariats are not currently using the ATSSC's IT infrastructure and therefore do not have access to GCdocs. If you work for one of these secretariats, please speak with your manager to find out more about where key information can be accessed and saved for your work unit.

- Access GCDocs (https://gcdocs/gcdocs/llisapi.dll?func=llworkspace) (copy link address and paste in new browser window)

Visit the Information Management intranet page (https://intranet.atssc-scdata.gc.ca/en/information-services-solutions-team-imit/information-management/gcdocs) for information, resources and best practices.

All questions related to Information Management can be sent to: IMsupport-soutienalaGI@tribunal.gc.ca (mailto:IMsupport-soutienalaGI@tribunal.gc.ca).

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