



New Hire Checklist

Welcome to the team! We are so excited you have joined us.

The checklist below provides important information for you as a new employee. This guide is designed to ensure that all necessary steps are completed smoothly and efficiently as you integrate into Capital Power.

Before your First Day

Review the Onboarding Activity Steps outlined on the [New Hire Page](#)

Key Activities Include:

- Submitting your photo for the creation of your employee badge
- Completing your Workday Onboarding Activities
 - Policy Acknowledgement
 - Updating Personal Information
 - Edit Government IDs
 - Enroll in Benefits
- Completing your I9 form via E-Verify

During your First Week

People and Culture Processes

Employment Verification Process

- Within your first 3 days a member of the People and Culture team will be in contact with you to complete Step 2 of your I9 form which includes verification of the documents submitted through E-Verify.

Payroll and Tax Information

- Once your Onboarding Tasks in Workday and I9 form are completed, you will be able to log into [ADP](#). Your W4 and Direct Deposit information must be submitted in ADP by the end of your first week, to prevent any delay in your pay.

Retirement/401K

- Full-time permanent employees are eligible to enroll in the company 401K match program effective on their date of hire. Please visit the following link to complete your 401K enrollment: [401\(k\) Plan Information](#).

During your First Week

IT Processes

- Log in to your computer and change your password, your log-in ID and password will be supplied by your hiring manager.
- Log In to Outlook- ensure you have system access. Create an email signature, using the [templates](#) from the Communications Department.
- Log In to Workday- ensure you have system access, complete Onboarding Tasks.
- Log in to Oracle and change your password, you will receive an email from Oracle with log in instructions.
- Log In to [BluePrint](#) our training management system, complete all assigned training by the deadline designated in the system. Please note it may take up to a week for your trainings to appear in BluePrint.

Within your First 30 Days

Capital Power offers numerous programs to their employees, spend some time during your first month with us exploring all our great program offerings!

Company Programs

- [After Hours Program \(Tuition Reimbursement\)](#)
- [Paid Volunteer Time](#)
- [Generosity](#)

Benefits Programs

- [Benefits Program Overview](#)
- [Retirement/401K Plan](#)
- [Holidays & Time Off](#)
- [Short-Term Incentive Program](#)
- [Leaves of Absence](#)

Support Resources

- [IT Support](#)
- [People and Culture Support \(Human Resources\)](#)
- [Travel, Expenses, and Credit Cards](#)
- [Ethics and Compliance](#)
- [Communications and Branding](#)

30+ Days into Your Role

Set Work Plan Objectives

- Work with your manager to set your MyPlan goals in Workday, ensuring your priorities and objectives are aligned with the broader team.