To: New Employee

From: Employee’s manager

Subject: Welcome to the ATSSC! / Bienvenue au SCDATA!

<Name of new employee>,

Thank you for sending me your signed letter of offer. Congratulations and welcome to the ATSSC! I am very pleased you have joined our team.

I will now begin your onboarding process so that all is ready for your arrival. IT will set up an email account for you in the next few days and they should contact you the week before your start date to equip you with a laptop, cellphone, and any other IT equipment you may need. The aim is to have you properly set up for your first day, which has been set for January 17, 2022.

The ATSSC workspace for our team is located at 240 Sparks St., West Tower, 4th floor. To access the premises, you will require an ATSSC photo ID and building access card. A member of the Security Unit will follow-up with you in the days that follow to make arrangements.

Below are some tips you can follow before leaving your current department: (if your employee is already in the federal public service)

* Make a copy of your myKEY (file ending in extension .epf) and bring it with you or send it as an attachment to your new ATSSC email address.
* Take a screen shot of your leave balances—it might take a few months for your pay file to transfer over to the ATSSC, after which point you will be able to access our leave management system.
* Make sure your performance management files are up to date and signed by your current manager before asking your current manager to release you in the [myEmployees application](https://portal-portail.tbs-sct.gc.ca/myemployees-mesemployes/en).

**The ATSSC has prepared a** [**GCwiki**](https://wiki.gccollab.ca/Working_at_the_ATSSC) **site to help new employees onboard** containing essential information from helpful checklists, to important links, to everything we could think of that would be helpful to a new employee, including a presentation on [Understanding the ATSSC’s Structure](https://wiki.gccollab.ca/images/1/17/Understanding_ATSSC%27s_Structure.pdf). I strongly recommend you have a look before your start date. Note that this site is accessible from any computer and does not require government network access.

In the meantime, please don’t hesitate to contact me should you have any questions or concerns.

I look forward to seeing you on start date!

Sincerely,

Your name

(Preferred pronouns)