To: New Employee

From: Employee’s manager

Subject: Welcome to the ATSSC!

<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 arrange 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.

Given that you will be working remotely for the time being, we will postpone issuing an ID and building access card for you. Arrangements for these will be made at a later time. **OR**

Given that your position has been identified for the current phase of the Return to the Office Plan, a member of the Security Team will contact you to provide instructions on how to obtain your ATSSC ID and building access card for 333 Laurier Ave. West, 16th floor where you will be working. In addition, you will be provided with information on health and safety measures and protocols by a member of the Occupational Health and Safety Team.

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** that contains 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)