

## Working at Carleton

### How do I obtain information about my benefits?

If you are a Carleton student, contact your student association (CUSA or GSA).

If you are a contract instructor, contact your union representative.

If you are a member of CUPE 2424 or a postdoctoral fellow, contact Canada Life (1- 800-957-9777).

### How do I participate in Carleton's Healthy Workplace activities?

Healthy Workplace at Carleton University is dedicated to creating challenges and activities that will benefit both your physical and mental health. To get involved visit

<https://carleton.ca/healthy-workplace/>

### Where can I get a campus card to access my office and/or the library?

If you are a student, contract instructor, postdoctoral fellow, or a member of CUPE2424, you can pick up your campus card from the Campus Card Office (407UC). This must be requested by your department.

### What should I do if I want to change my MyCarletonOne password?

1. Disable all wireless devices.
2. Login to [myone.carleton.ca](https://myone.carleton.ca) and select the 'MyPassword' tab.
3. Enter a new password and save.
4. Log out and reconnect devices.

For new employee forms and information, visit <https://carleton.ca/hr/new-employees/getting-started/>

## Other Frequently Asked Questions

### What is a letter of employment and how do I request one?

A letter of employment is typically requested for proof of employment while still actively working or to provide employment history. These can be requested online at <https://carleton.ca/hr/payroll/letter-of-employment/>

### What is a record of employment and how do I request one?

A record of employment is required in order to apply for employment insurance through Service Canada and can be requested online (<https://carleton.ca/hr/payroll/record-of-employment/>) upon a work stoppage.

### I am a temporary resident. How do I apply for or renew my SIN?

To either apply, or obtain confirmation of your SIN, gather all of the required original documents to prove your identity and status in Canada and take them to the nearest Service Canada point of service. For more information, visit <https://www.canada.ca/en/employment-social-development/services/sin/before-applying.html>

For more frequently asked questions, visit our website: <https://carleton.ca/hr/fag/general-fag/>



# Information for New Casual Employees

## Human Resources Carleton University

My employee number/student ID is

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For new employee forms and information, visit <https://carleton.ca/hr/new-employees/getting-started/>

## **How can I find the information I need?**

### **Through the HR Website...**

You will find answers to frequently asked questions, pay dates for the year, news, latest versions of all our forms, and more! Visit us at <https://carleton.ca/hr>

### **Through Carleton Central...**

You will have access to your pay and leave information, tax forms, employment standards, and more! Access these at [central.carleton.ca](http://central.carleton.ca)

The intranet and Carleton Central should be your first stops for all questions. We dedicate many resources to keeping our internal and external websites up to date so the answers to your questions are at your fingertips 24/7.

## **Starting Out at Carleton**

### **When will I be paid?**

Pay days are twice a month, once in the middle and once at the end. Exact pay dates can be found on our website (<https://carleton.ca/hr/payroll/your-pay-information/pay-dates/>)

### **If I get another job on campus, do I have to get documented again?**

If you have the 'Employee Services' tab in Carleton Central, you do not have to get documented again. However, we recommend you update your banking and tax information.

For new employee forms and information, visit <https://carleton.ca/hr/new-employees/getting-started/>

## **Payroll Information**

### **How can I view my pay stubs?**

You can access your pay stubs through Carleton Central's 'Employee Services' tab:

1. Select 'Pay Information.'
2. Select 'Direct Deposit Advice.'
3. Select the year.
4. From here, click on a red pay date to bring up earnings and deductions for that pay.

### **How can I change my banking information?**

To change your direct deposit information, you will need to visit Human Resources (507 Robertson Hall) in person. Please bring a piece of photo identification (ID), a copy of your new cheque or direct deposit advise information, and your employee number.

### **How can I view my T4 or T4A?**

You can access your T4 or T4A each February through Carleton Central's 'Employee Services' tab:

1. Select 'Tax Forms,' then 'Slips for Income Tax Return.'
2. Select the year, and tax slip.
3. Next, select the drop-down menu to see if there are multiple T4s/T4As.
4. Click on the 'Printable Version' button.
5. Finally, select the 'Pop-Up Blocked tab' at the top of the browser and select 'Temporarily Allow Pop-Ups.'

## **Human Resources**

### **About Us**

The HR team is committed to enhancing the client experience at Carleton. We have a number of initiatives underway that are helping us achieve this goal. Broadly speaking, our HR strategy is to 1) modernize existing tools, policies & processes 2) focus on talent, and 3) ultimately transform the HR brand.

### **Contact Us**

Phone:613-520-2600 ext. 3634

Email: [humanresources@carleton.ca](mailto:humanresources@carleton.ca)

Web: <https://carleton.ca/hr>

### **Login Information**

#### **Carleton Central**

<https://central.carleton.ca>

Log in using your MyCarletonOne username and password.

#### **Intranet**

<https://i.carleton.ca/>

Log in using your MyCarletonOne username and password.



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