

# Unisys Onboarding Journey.....

Step  
1

## Get Started

Employment required documentation

Do this on your **FIRST DAY** of employment\*

### To get started:

Begin by completing the important actions described in your **Welcome email**.

### You will:

Set up your **Direct Deposit** for your paycheque and expense reimbursements

### You will complete:

Federal and Provincial **TD1 forms**  
**Voluntary Employment Equity Survey**  
**Employee Proprietary Information, Invention and Non-Competition Agreement**

**Print, complete and return these four REQUIRED forms to HR at the Head Office by interoffice mail or courier.**

**You will also print your benefits enrolment forms and epost directions to have handy for Step 2.**

**Allow about 1 hour to complete**

**Next Step:** Follow this link to access the [Orientation](#).

Step  
2

## Orientation

Information you need to know now

Do this in your **FIRST WEEK** of employment

### To get started:

Once you have completed the actions listed in your Welcome email, you can access the [Orientation](#) portal.

### You will:

Learn **About Unisys**  
Complete important **Online Actions** to get you started  
Find out how to report **Time & Expenses\***  
Get information on **Pay\***  
Learn about and enroll in Unisys **Benefits\***  
Visit the **Knowledge & Collaboration** Learning Center  
Acknowledge compliance with **Compulsory Policies\***  
Discover other **Online Resources**

**Allow 1-2 hours to complete**

**Next Step:** Follow the link at the end of the Next Steps module to go to the [Learning & Development Guides](#) for your required learning.

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## Learning

Training just for you

Begin Unisys Learning your **FIRST WEEK** of employment

### To get started:

At completion of the Orientation you will be provided a link to the [Learning & Development Guide](#) which contains your required Learning.

### You will:

1. Complete **Unisys Core Learning**: fundamental information about Unisys, within your first 2 weeks:  
Corporate Strategy Areas of Strength  
Disruptive Trends
2. Meet with your manager to establish your **Business Unit-Role Specific Learning** (example: Sales, Architect, or Project Management).
3. Complete the required **Unisys Compliance Training**, within your first 30-45 days:  
Ethics Awareness Information Security  
Basic Privacy Training, etc.

**Allow a minimum 6 hours to complete Unisys Compliance Training.** Business Unit-Role Specific Learning requirements will vary.

For more information click on the FAQ's or the Contact Us button on the Learning & Development Guides toolbar.

**Next Step:** Meet with your manager to establish your learning timeline, performance objectives, and development plan

\*Some requirements are time sensitive

**Questions?** Access the [Employee Network](#), the Unisys site for HR Information and Services