

Over the past few months, we have been working very hard to make things easier for all of you to onboard with CPAESS as a new employee, and also to allow current CPAESS staff to have a handy *"one stop shop"* for finding the resources you need.

To do this we have revamped the "For Staff" page.

Here, you will find very useful information about:

- HR Policies and Procedures
- WorkDay (new HR and Payroll system)
- IT Support
- Travel Procedures and Information
- Communications
- Proposals and Procedures
- Metric Reporting and
- Other Miscellaneous Resources and Tools

We will continue to improve this page and its content. So, after you have had an opportunity to look at its information, <u>please let us know</u> if there is something you feel we should include that could help yourself and others. Thank you.

CPAESS Splash – Onboarding Update Tuesday, August 6, 2019