

Meeting with Your Department and Human Resources

- Meet with the Departmental Business Manager and/or the UTM Human Resources Office to discuss the following:
 - Obtaining a UTORid and [T-Card](#)
 - Setting up an UTmail+ email address
 - Office/Work space
 - Lab space and equipment
 - Computer equipment
 - Department mailbox
 - Lab keys/access codes/swipe access (if applicable)
- Provide a copy of your Work Permit (if applicable) to the UTM Human Resources Office (HR) upon your arrival on campus or to your Departmental Business Manager
- Provide proof of your Social Insurance Number (SIN) to the Departmental Business Manager or HR Office
- **Banking Information:** Your salary will be direct deposit to your bank account on the 28th of each month, or the Friday if the 28th falls on a weekend. You must open an account at one of the local banks and ask the bank to provide you with the details of your account information, OR have the Bank provide you with a VOID CHEQUE that will display your account information and provide this to the HR Office or to your Departmental Business Manager
- Please complete the “Personal Tax Credits Return forms – Federal and Provincial”, provided by the UTM Human Resource Office, and submit your completed forms to the HR Office. For additional information on forms related to income tax, please refer to the [Canada Revenue Agency](#) website.

Getting Your T-Card

Your T-Card (University of Toronto ID Card) is a multi-purpose photo identification card that you can use for library privileges, and to gain access to labs, secure areas, athletics, and so much more!

- Your Departmental Business Manager or HR will provide you with the required letter that you will need to obtain your T-Card
- Once you have received your letter, visit the **Information & Instructional Technology Service Desk** in the [CCT building atrium](#), and they will take your picture and print you a T-Card on the spot!
 - **Hours of Operation:** Mon - Fri, 8:00 AM – 8:00 PM. Tel: (905) 828-5344. E-mail: helpdesk.utm@utoronto.ca

Checklist for New UTM Faculty – Arrival on Campus

Setting Up your Health Care Benefits

Contact the UTM Human Resources Office at 905-828-3935 or hrserv.utm@utoronto.ca to schedule a time to meet with someone in order to review and register for your available health care benefits.

Research Funding Information

Contact the Office of the Vice-Principal, Research Office for further information and consult their [Guide for Faculty](#).

Review University Policies and Procedures

The conduct of faculty while at U of T is governed by policies and guidelines that can be found on [the Vice-President and Provost's website](#).

Policies that may be of particular importance to faculty include:

- [Policy and Procedures on Academic Appointments \(June 2015\)](#)
- [Code of Behaviour on Academic Matters](#)
- [Copyright Policy](#)
- [Policy on Ethical Conduct in Research](#)
- [Inventions Policy](#)
- [Conflict of Interest Policy](#)

For more information on the above Policies and others at U of T, consult the [U of T Governing Council website](#). The [UTM Academic Handbook](#) is another valuable resource on policies and procedures for Faculty members, as well as the [UTM Academic Calendar](#).

Parking, Transportation, & Finding Your Way around Campus

Visit [UTM's Parking and Transportation Services](#) website for parking and transit options, including the [EcoPark Rebate Program](#).

There are several transportation services that run between the cities of Mississauga and Toronto. For more information on popular transportation modes used in the GTA, please visit the following sites:

- [MiWay](#): Mississauga transit
 - [MiWay Trip Planner](#)
 - The UTM/MiWay U-Pass is **not** available to faculty/staff. This pass is reserved solely for students, all of whom pay for these non-optional programs in their annual Student Services fees.
- [GO Transit](#): regional bus and train transit system
- [TTC](#): City of Toronto transit system
 - [TTC Trip Planner](#)

Familiarize yourself with the UTM campus by joining one of our regularly scheduled [Campus Tours](#), and bookmark the [UTM campus map](#).