

**Department of Psychiatry**  
**Faculty Orientation Handbook**  
UNIVERSITY OF BRITISH COLUMBIA

Department Administration offices:  
Central Administration: Detwiller Pavilion – 2255 Wesbrook Mall  
Education: 11<sup>th</sup> floor, Diamond Health Care Centre, VGH – 2775 Laurel Street  
<http://psychiatry.ubc.ca/Welcome.htm>

February 2016

Central Administration office

Administrative Role	Name and email	Office location	Phone Number
<b>Department Head</b> Responsible for all teaching, research and administrative activities within the Department.	William G. Honer <a href="mailto:william.Honer@ubc.ca">william.Honer@ubc.ca</a>	Detwiller 2C-1	604-822-7310
<b>Director of Administration</b> Oversees all administrative operations, manages strategic initiatives, budgets and financial commitments.	Colleen Tinline <a href="mailto:Colleen.Tinline@ubc.ca">Colleen.Tinline@ubc.ca</a>	Detwiller 2C-1	604-822-7313
<b>Administrative Coordinator</b> Coordinates administrative activities and special events for the Head's office, Institute of Mental Health. Coordinates Dept events; website updating, email lists and weekly communications.	Corinne Carpenter <a href="mailto:Corinne.Carpenter@ubc.ca">Corinne.Carpenter@ubc.ca</a>	Detwiller 2C-1	604-822-7310
<b>Human Resources Manager</b> Oversees HR functions for Dept, recruitment, advertising, performance management, faculty and staff merit, faculty leaves and Royal College Academic Certification.	Temporary Vacant <a href="mailto:Psychiatry.HRManager@ubc.ca">Psychiatry.HRManager@ubc.ca</a>	Detwiller 2C-1	604-822-7315
<b>Human Resources Assistant Manager for Faculty Appointments</b> Contact for Full-time Faculty, Clinical Faculty, and other faculty appointments requiring committee review; clinical faculty work permits.	Margaret Koshi <a href="mailto:Margaret.Koshi@ubc.ca">Margaret.Koshi@ubc.ca</a>	Detwiller 2C-1	604-822-2142
<b>Human Resources Assistant</b> Contact for staff, students, postdoctoral, research associates, clinical fellow, honorary and visitor appointments and volunteers; immigration offer letters, criminal record check, hourly payroll and leave management.	Amity Chiang <a href="mailto:Amity.Chiang@ubc.ca">Amity.Chiang@ubc.ca</a>	Detwiller 2C-1	604-822-7610

<b>Finance and Facilities Manager</b> Oversees all financial activities for department; facilities and space; Health and Safety, reviews all final documents, financial forms and grant applications for Head's signature.	Vicky Yau <a href="mailto:Vicky.Yau@ubc.ca">Vicky.Yau@ubc.ca</a>	Detwiller 2882	604-822-7734
<b>Finance Assistant</b> Financial processing and reception assistance, room bookings, couriers, key and maintenance requests, office supplies and equipment; assist FF Manager in space and Health and Safety.	Helen Yau <a href="mailto:Psychiatry.FinanceAsst@ubc.ca">Psychiatry.FinanceAsst@ubc.ca</a>	Detwiller 2C-1	604-822-7314 (Main Department telephone number)
<b>Computer Systems Coordinator</b> Oversees the planning, development and implementation of the Dept's network and IT requirements; assistance with website creating and updating	Colin Bryant <a href="mailto:Psychiatry.IT@ubc.ca">Psychiatry.IT@ubc.ca</a>	Detwiller	604-822-7374
<b>IT Administrator</b> Support and computer updates to Dept network users	Allan Kwan <a href="mailto:Psychiatry.IT@ubc.ca">Psychiatry.IT@ubc.ca</a>	Detwiller	604-827-5695
<b>Education Office</b>			
Administrative Role	Name and email	Office location	Phone number
<b>Senior Education Programs Manager</b> Oversees the planning, development and administration of the Psychiatry Undergraduate Program and the Education programs as a whole	Shilpa Samji <a href="mailto:Shilpa.Samji@ubc.ca">Shilpa.Samji@ubc.ca</a>	Diamond 11169	604-875-4111, ext. 68102
<b>Postgraduate Education Program Manager,</b> Oversees the planning, development and administration of the Psychiatry Residency Training Program	Luiza Shamkulova <a href="mailto:Luiza.Shamkulova@ubc.ca">Luiza.Shamkulova@ubc.ca</a>	Diamond 11167	604-875-4111, ext. 68092
<b>Postgraduate Education Program Assistant</b> Coordinates Resident Academic Day, processes payment information and provides general admin support to the program	Roshanak Ghannadan <a href="mailto:Roshanak.Ghannadan@ubc.ca">Roshanak.Ghannadan@ubc.ca</a>	Diamond 11163	604-875-4111, ext. 68372
<b>Undergraduate Education Program Assistant</b> Responsible for undergraduate student placements, seminar schedules, processes payment information and provides general admin support to the program	Monique Sunderland <a href="mailto:Monique.Sunderland@ubc.ca">Monique.Sunderland@ubc.ca</a>	Diamond 11173	604-875-4111, ext. 68108



<b>Welcome Guide</b>	<p>Please contact their office at 604-822-1229 or complete the Consultation Request Form at <a href="http://www.hr.ubc.ca/worklife-relocation/consultation-request-form/">http://www.hr.ubc.ca/worklife-relocation/consultation-request-form/</a></p> <p><a href="http://www.hr.ubc.ca/worklife-relocation/vancouver-profile/welcome-guide-vancouver/">http://www.hr.ubc.ca/worklife-relocation/vancouver-profile/welcome-guide-vancouver/</a></p>
<b>References or Employment Verification</b>	<p>Because of the Privacy Act, it is not our policy to volunteer personal information about you (such as your salary or contact information). However, if banking institutions or landlords require verification of your status here, you can give them HR Manager's contact information. Please remember that HR Manager can confirm information they offer, but will not reveal anything they don't already know.</p> <p>If you need a letter confirming your employment at UBC, please complete UBC Payroll's Request for Information Form at <a href="http://finance.ubc.ca/sites/finance.ubc.ca/files/uploads/payroll/documents/InfoRequest.pdf">http://finance.ubc.ca/sites/finance.ubc.ca/files/uploads/payroll/documents/InfoRequest.pdf</a>.</p>
<b>Getting Started at UBC</b>	
<b>Social Insurance Number (SIN)</b>	<p>Everyone appointed at UBC must provide a copy of their SIN card or tax receipt as proof of SIN. Non-Canadians must apply immediately for a SIN when they arrive with their work permit (unless funded from non-Canadian sources and here for less than 6 months). Take your completed application, passport and work permit to a Service Canada Centre. They will provide a receipt with your SIN number, and you must bring the receipt back to us.</p> <p>For a list of Service Canada Centres, see: <a href="http://www.servicecanada.gc.ca/cgi-bin/hr-search.cgi?ot=&amp;ln=eng">http://www.servicecanada.gc.ca/cgi-bin/hr-search.cgi?ot=&amp;ln=eng</a></p>
<b>UBC ID Number</b>	<p>Please call the HR contact person based on your employee group for your UBC ID.</p>
<b>Campus Wide Login (CWL)</b>	<p>Please call the HR contact person based on your employee group for your UBC ID and CWL sign up PIN so you can create your CWL. More info can be found at: <a href="http://it.ubc.ca/service_catalogue/accounts/cwl/about.html">http://it.ubc.ca/service_catalogue/accounts/cwl/about.html</a></p>
<b>UBC Card</b>	<p>This card, issued by the Carding office in the Bookstore, serves as your picture ID and library card. To obtain one, you need your UBC ID and some photo ID. Please check your faculty/staff self-serve site to confirm that your hiring has been processed through the HR system before attempting this, or the carding office won't be able to issue you a card. For more information, see: <a href="http://ubccard.ubc.ca/obtaining-a-ubccard/faculty-staff">http://ubccard.ubc.ca/obtaining-a-ubccard/faculty-staff</a>.</p>
<b>Criminal Record Check (CRC) Consent</b>	<p>As of 2011, all UBC faculty, staff or student workers who work directly with children or vulnerable adults, or who have or potentially have unsupervised access to children or vulnerable adults in the course of their regular UBC</p>

	<p>activities, are subject to a CRC every five years. This includes but is not limited to: clinical and non-clinical UBC faculty and staff (including student employees) who work on campus or offsite.</p> <p><a href="http://www.hr.ubc.ca/administrators/managing-staff/criminal-record-checks">http://www.hr.ubc.ca/administrators/managing-staff/criminal-record-checks</a>. Some medical professionals such as physicians are exempt if a CRC is a condition of membership in their professional association, but should refer to the website if they are unsure. If your supervisor has determined that your position falls under this category, you will need to fill in section 1 of the CRC consent form, sign and submit it to the department office prior to starting your job.</p>
<b>Keys</b>	Your supervisor must email Finance Assistant to request keys, and specify what space you require access to. We will generate the request form, which you then take to the Key Desk at Parking Services at UBC Bookstore. A refundable deposit may be required.
<b>UBC E-Mail Address</b>	After you have set up your CWL username, email your login name to the HR contact person based on your employee group and we can request a UBC FASmail for you.
<b>Self-Serve Site</b>	<p>Using your CWL and Management Systems Portal (MSP) access, you can view and update your personal, employment and payroll info on-line at the faculty-staff self-serve site.</p> <p><a href="https://paprod.adm.ubc.ca:8443/psp/paprod/EMPLOYEE/EMPL/h/?tab=PAP_P_GUEST">https://paprod.adm.ubc.ca:8443/psp/paprod/EMPLOYEE/EMPL/h/?tab=PAP_P_GUEST</a></p> <p>For a quick overview of Self-Service, and samples of the web screens, please see the Self-Service Overview and Self-Service Sign On Guide at the following site:</p> <p><a href="http://www.hr.ubc.ca/information-systems/hrms/hrms-manuals">http://www.hr.ubc.ca/information-systems/hrms/hrms-manuals</a></p>
<b>Orientation at UBC</b>	Please visit the following site for information on Orientation sessions for both staff and faculty at UBC <a href="http://www.hr.ubc.ca/orientation/">http://www.hr.ubc.ca/orientation/</a>
<b>Postdoctoral Fellow Information</b>	For information including a handbook, orientation and scholarship opportunities, please refer to: <a href="http://www.grad.ubc.ca/postdocs/postdocs">http://www.grad.ubc.ca/postdocs/postdocs</a>

<b>Payroll and Benefits</b>	
<b>Paid appointments only – Payroll and Direct Deposit:</b>	<p>UBC salaries are paid twice monthly via direct deposit. You will have received a direct deposit form via email to complete and return to the HR contact person of your employee group.</p> <p><b>There is sometimes a delay in setting up Direct Deposit, so please note that you may have to pick up your <u>very first</u> paycheque in person</b> from the Payroll Office:</p> <p>TEL 3, 5<sup>th</sup> Floor, 6190 Agronomy Road, Vancouver BC, V6T 1Z3. Bring picture ID. Your subsequent paycheques should be deposited directly to your personal bank account. You can call the Payroll front desk at 604-822-2187 to see if your first cheque is there for pick up.</p>

<p><b>Pay Stubs</b></p>	<p>You can view your pay stubs online at the faculty-staff self-serve site using your UBC ID and your CWL (campus wide log-in) <a href="https://paprod.adm.ubc.ca:8443/psp/paprod/EMPLOYEE/EMPL/h/?tab=PA_PP_GUEST">https://paprod.adm.ubc.ca:8443/psp/paprod/EMPLOYEE/EMPL/h/?tab=PA_PP_GUEST</a>.</p> <p>This is also where you will be able to view your employee year end income tax statements issued by UBC for tax purposes, either as a T4 or a T4A. These are usually available in February. If you are accessing your account off campus, please make sure to set up myVPN with these instructions: <a href="http://www.it.ubc.ca/services/email-voice-internet/myvpn">http://www.it.ubc.ca/services/email-voice-internet/myvpn</a>.</p>
<p><b>Medical Coverage</b></p>	<p>Medical Services Plan (MSP) is the provincial medical insurance plan. MSP is mandatory for all residents, but there is a waiting period of approximately 3 months to become eligible after arriving in BC.</p> <p>During this time, you are encouraged to secure private medical insurance. UBC's preferred insurance vendor is David Cummings Insurance Services (<a href="http://www.david-cummings.com/ubc">http://www.david-cummings.com/ubc</a>).</p>
<p><b>Extended Benefits</b></p>	<p>UBC offers wide-ranging benefit plans that vary by group. Refer to this link to search for your employee group. <a href="http://www.hr.ubc.ca/benefits/employee-groups/">http://www.hr.ubc.ca/benefits/employee-groups/</a></p> <p>To find the appropriate employee benefits enrolment forms, you must go to the online site <a href="http://www.hr.ubc.ca/new_ubc">www.hr.ubc.ca/new_ubc</a>. Your code to enroll online is found in your offer letter – this will provide you the appropriate forms for your position.</p> <p>At the sign-in site, click on "benefits enrollment", then choose the "enroll now" option, then "begin session" at the <u>bottom of the page</u>.</p>
<p><b>Working at UBC</b></p>	
<p><b>Statutory Holidays</b></p>	<p>All University offices are <b>CLOSED</b> on the following statutory holidays and many other shops, businesses and transit are affected, although the building is open to those with keys:</p> <ul style="list-style-type: none"> <li>-New Year's Day</li> <li>-Family Day (2<sup>nd</sup> Monday in February)</li> <li>-Good Friday and Easter Monday</li> <li>-Victoria Day (3rd Monday in May)</li> <li>-Canada Day (July 1st)</li> <li>-B.C. Day (1st Monday in August)</li> <li>-Labour Day (1st Monday in September)</li> <li>-Thanksgiving Day (2nd Monday in October)</li> <li>-Remembrance Day (Nov 11th)</li> <li>-Christmas and Boxing Day</li> </ul> <p>UBC offices tend to close for the week between Christmas and New Year's.</p>

	<p>Only your staff who are critical to your operations during this week are expected to be present, and you will be expected to give them 3 days' time off at another time.</p> <p>Please contact the HR Manager if you have questions about how this applies to your staff or operational needs.</p>
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<p><b>Vacation and Sick Time</b></p>	<p>Please refer to your employee group at: <a href="http://www.hr.ubc.ca/benefits/leaves/">http://www.hr.ubc.ca/benefits/leaves/</a></p> <p>Please note that faculty appointees should arrange their vacation time with the supervisor. 2 weeks annually is the minimum under BC Employment Standards, but often faculty appointees negotiate additional weeks with their supervisor. At the time your faculty appointment ends, you should have taken all the vacation time you are entitled to. There is no payout for time not taken.</p>
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<p><b>Leaving Your Position</b></p>	
<p><b>Leaving your position in Psychiatry</b></p>	<p>If you are transferring to a position in another department or leaving UBC altogether, please refer to this site for notice guidelines and other things to consider. <a href="http://www.hr.ubc.ca/faculty-staff-resources/leaving-ubc">http://www.hr.ubc.ca/faculty-staff-resources/leaving-ubc</a></p> <p>It is important to give adequate notice not only as a courtesy to your supervisor but also to give our admin office sufficient time to handle the administrative details and allow for UBC processing times, which can be 4 weeks for faculty appointments.</p>