

**Department of Psychiatry**  
**Student 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

**Education Office**

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>Subspecialties Program Assistant</b> Coordinates Resident Academic Day, processes payment information and provides general admin support to the subspecialty programs, and support as needed to the PG and UG programs	Justin Tao <a href="mailto:Justin.Tao@ubc.ca">Justin.Tao@ubc.ca</a>	Diamond	604-875-4111, ext. 68098
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Other Education Offices

Administrative Role	Name and email	Office location	Phone number
<b>Graduate Program in Neuroscience</b> <a href="http://www.neuroscience.ubc.ca/index.html">http://www.neuroscience.ubc.ca/index.html</a>	Liz Wong <a href="mailto:ubc.neuroscience@ubc.ca">ubc.neuroscience@ubc.ca</a>	Djavad Mowafaghian Centre for Brain Health, 3 <sup>rd</sup> Floor, 2215 Wesbrook Mall	604-822-7375
<b>Faculty of Graduate Studies</b> <a href="https://www.grad.ubc.ca/">https://www.grad.ubc.ca/</a>	<a href="https://www.grad.ubc.ca/about-us/contacts/contact-us">https://www.grad.ubc.ca/about-us/contacts/contact-us</a>	Graduate Student Centre 170 – 6371 Crescent Road	604-822-2848
<b>Student Services</b> <a href="http://students.ubc.ca/">http://students.ubc.ca/</a>	Access & Diversity Centre for Student Involvement Counseling Services Enrolment Services <a href="http://students.ubc.ca/about#contact">http://students.ubc.ca/about#contact</a>	Brock Hall 1874 East Mall	<a href="http://students.ubc.ca/about#contact">http://students.ubc.ca/about#contact</a>
<b>International House</b> International student advisors specialize in information on permits and visas, employment, medical insurance, and transitions to life in BC. <a href="http://students.ubc.ca/international">http://students.ubc.ca/international</a>	International Student Advisors <a href="mailto:isa@students.ubc.ca">isa@students.ubc.ca</a>	International House 1783 West Mall	604-822-5021

<b>Getting Started at UBC</b>	
<b>Welcome Guide</b>	<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>
<b>Social Insurance Number (SIN)</b>	<p>Every employee must provide a copy of their SIN card or tax receipt as proof of SIN as a condition of employment at UBC.</p> <p>Service Canada locations can be found at <a href="http://www.servicecanada.gc.ca/cgi-bin/sc-srch.cgi?cmd=lst&amp;pv=bc&amp;ln=eng">http://www.servicecanada.gc.ca/cgi-bin/sc-srch.cgi?cmd=lst&amp;pv=bc&amp;ln=eng</a>.</p>
<b>SIN for Students with Study Permits</b>	<p>You will need a <a href="#">Social Insurance Number</a> (SIN) from Service Canada to work in Canada. You must have one of the following conditions or remarks printed on your study permit in order to apply for a SIN for on-campus work:</p> <ul style="list-style-type: none"> <li>• <i>May accept employment on the campus of the institution at which registered in full-time studies</i></li> <li>• <i>May accept employment on or off campus if meeting eligibility criteria as per <a href="#">R186(f), (v) or (w)</a>. Must cease working if no longer meeting these criteria</i></li> </ul> <p>If your study permit does not have one of the above conditions or remarks, you must submit a request for <a href="#">an amendment to your study permit</a> before you can apply for a SIN. There is no fee for this request.</p>
<b>UBC ID Number</b>	Please call the HR contact person based on your employee group for your UBC ID.
<b>Campus Wide Login (CWL)</b>	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>
<b>UBC Card</b>	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> .
<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 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>. 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>	You can sign up for a @alumni.ubc.ca email address with your CWL at <a href="http://www.it.ubc.ca/service_catalogue/student-amp-alumni-email-service">http://www.it.ubc.ca/service_catalogue/student-amp-alumni-email-service</a> . All students are eligible to receive a @alumni.ubc.ca address that can be used after graduation from UBC.
<b>Self-Serve Site</b>	Using your campus-wide login (CWL) and Management Systems Portal (MSP) access, you can view and update your personal, employment and payroll information on-line at the faculty-staff self-serve site. <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>  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: <a href="http://www.hr.ubc.ca/information-systems/hrms/hrms-manuals">http://www.hr.ubc.ca/information-systems/hrms/hrms-manuals</a>
<b>International House</b>	UBC International House is a great resource for international students and can provide assistance on issues including study permits, visas, working, volunteering, health care, and housing. Please see <a href="http://www.students.ubc.ca/international/index.cfm">http://www.students.ubc.ca/international/index.cfm</a> for more information or contact an advisor at <a href="mailto:isa@students.ubc.ca">isa@students.ubc.ca</a> .

<b>Payroll and Benefits</b>	
<b>Payroll and Direct Deposit</b>	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 Assistant. <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: 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.
<b>Hourly Paid Staff</b>	If you are an hourly paid staff member, you must submit your hours worked twice monthly to HR Assistant for processing.  Here is a link to information about how our department processes hourly pay and how vacation pay and stat pay are administered for hourly employees: <a href="http://psychiatry.ubc.ca/administration/human-resources/department-employees-and-supervisors/">http://psychiatry.ubc.ca/administration/human-resources/department-employees-and-supervisors/</a> - Click on "Information for Staff and Student Workers", then click

<p><b>Pay Stubs</b></p>	<p style="text-align: center;">“Hourly Paid Employees”</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) at <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>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>Fellowship vs. Regular Earnings</b></p>	<p>Graduate Research Assistants have fellowship earnings that are subject to a lower income tax rate. Fellowship earnings are not subject to Canada Pension Plan (CPP) and Employment Insurance (EI) but are subject to income tax deductions and you will be provided a T4A at the end of the fiscal year. Although fellowship earnings are not subject to income taxes, the CRA requires UBC to continue to take tax from your pay cheques. CRA will determine the taxable status of your fellowship earnings when you file your taxes at the end of the year, and a refund will be issued from CRA if applicable.</p> <p>All other student appointments have regular earnings and are subject to CPP, EI, and income tax deductions.</p>
<p><b>Vacation</b></p> <p><b>Sick Time</b></p>	<p>Certain categories of student employment (all CUPE 2278 positions, UAA, GAA, GRA) have vacation pay calculations included in their wage rate. Other student appointments (work-study) receive 4% holiday pay in addition to the wage on each pay cheque.</p> <p>Students are not entitled to paid sick time and are expected to either make up the time or submit no hours for that day.</p>

<p><b>Working at UBC</b></p>	
<p><b>References or Employment Verification</b></p>	<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/lfoRequest.pdf">http://finance.ubc.ca/sites/finance.ubc.ca/files/uploads/payroll/documents/lfoRequest.pdf</a>.</p>
<p><b>Statutory Holidays</b></p>	<p>All University offices are <b>CLOSED</b> on the following statutory holidays and</p>

	<p>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 (January 1st)</li> <li>-Family Day (2<sup>nd</sup> Monday in February)</li> <li>-Good Friday and Easter Monday</li> <li>-Victoria Day (third Monday in May)</li> <li>-Canada Day (July 1st)</li> <li>-B.C. Day (first Monday in August)</li> <li>-Labour Day (first Monday in September)</li> <li>-Thanksgiving Day (second Monday in October)</li> <li>-Remembrance Day (Nov 11th)</li> <li>-December 25 and 26</li> </ul>
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<b>Leaving your Position</b>	
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<p><b>Leaving your position in Psychiatry</b></p>	<p>If you decide to resign from your student appointment, please email a resignation statement to your supervisor and HR Assistant. Otherwise, your appointment will end as planned at the end of your term unless it is extended by your supervisor.</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 processing times, which is approximately 3 weeks.</p>
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