

**Department of Psychiatry**  
**Staff 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>  
 September 2017

Contact Information:

Head's Office: <http://psychiatry.ubc.ca/about/contact/heads-office/>

Administration Office: <http://psychiatry.ubc.ca/about/contact/detwiller-administration-office-contacts/>

Information Technology: <http://psychiatry.ubc.ca/about/contact/information-technology/>

Education Office: <http://psychiatry.ubc.ca/about/contact/education-programs-2/>

<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>	Every employee must provide a copy of their SIN card or tax receipt as proof of SIN as a condition of employment at UBC.
<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="https://it.ubc.ca/services/accounts-passwords/campus-wide-login-cwl">https://it.ubc.ca/services/accounts-passwords/campus-wide-login-cwl</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>	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. <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.
<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. UBC Brand provides <a href="#">information about and a way to generate an e-mail signature</a> .
<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=PAPP_GUEST">https://paprod.adm.ubc.ca:8443/psp/paprod/EMPLOYEE/EMPL/h/?tab=PAPP_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>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>  If you are joining CUPE 2950, the union requires that you attend a union orientation in their office within 2 weeks of starting in the position. Please contact their office to arrange this. <a href="http://www.cupe2950.ca/contact-us/">http://www.cupe2950.ca/contact-us/</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 contact person based on your employee group. <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

<p><b>Pay Stubs</b></p>	<p>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></p> <ul style="list-style-type: none"> <li>- Click on “Information for Staff and Student Workers”, then click “Hourly Paid Employees”</li> </ul> <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=PAPP_GUEST">https://paprod.adm.ubc.ca:8443/psp/paprod/EMPLOYEE/EMPL/h/?tab=PAPP_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>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. 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>Employee Group Agreements</b></p> <p>Non-Union Technicians and Research Assistants (TRA or NUT)</p> <p>Secretarial and Clerical Staff</p> <p>Professional and Management Staff (M&amp;P)</p>	<p>Here are links to the various contracts which different employee groups hold with UBC, so you can familiarize yourself with your rights and obligations as an employee and supervisor if applicable:</p> <p>TRA/NUT Handbook: <a href="http://www.hr.ubc.ca/wp-content/uploads/2010/09/TRA_Handbook.pdf">http://www.hr.ubc.ca/wp-content/uploads/2010/09/TRA_Handbook.pdf</a></p> <p>CUPE 2950 <a href="http://www.hr.ubc.ca/wp-content/uploads/CUPE-2950-Agreement-2014-2019.pdf">http://www.hr.ubc.ca/wp-content/uploads/CUPE-2950-Agreement-2014-2019.pdf</a></p> <p>AAPS Agreement <a href="http://www.hr.ubc.ca/wp-content/uploads/AAPS-Agreement-2014-2019.pdf">http://www.hr.ubc.ca/wp-content/uploads/AAPS-Agreement-2014-2019.pdf</a></p>
<p><b>Working at UBC</b></p>	
<p><b>UBC Work Life and Relocation Centre</b></p>	<p>See <a href="http://www.hr.ubc.ca/housing-relocation/">http://www.hr.ubc.ca/housing-relocation/</a>. This office offers assistance to staff and faculty who are relocating to Vancouver. Their services include housing, immigration, benefits &amp; MSP, child care, banking, and taxation information. Please contact their office at 604-822-6115 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>

<b>UBC Faculty/Staff Housing</b>	Information on applying for faculty and staff housing can be found at <a href="http://www.hr.ubc.ca/faculty_relations/compensation/housing.html">http://www.hr.ubc.ca/faculty_relations/compensation/housing.html</a>
<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 &amp; Business Operations Manager's contact information. Please remember that HR &amp; Business Operations 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>Professional Development</b>	<p>The department is supportive of your continued growth and education in your position. UBC offers career development training and assistance through various employee groups and resources.</p> <p>Please refer to the following link to determine eligibility for professional development opportunities for your employee group:  <a href="http://www.hr.ubc.ca/benefits/professional-development/">http://www.hr.ubc.ca/benefits/professional-development/</a></p> <p>Departments offering professional development courses include:  MOST: <a href="http://www.hr.ubc.ca/learning-development/most-workshops/">http://www.hr.ubc.ca/learning-development/most-workshops/</a>  Continuing Studies: <a href="http://www.cstudies.ubc.ca/">http://www.cstudies.ubc.ca/</a></p>
<b>Statutory Holidays</b>	<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 (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> <p>UBC offices tend to close for the week between Christmas and New Year's. 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 HR &amp; Business Operations Manager if you have questions about how this applies to your staff or operational needs.</p>
<b>Vacation and Sick Time</b>	The HR Assistant will provide you with a memo when you start, explaining your vacation and sick time accrual schedule. The department admin office does not

