

New Employee Onboarding Outline

Version Date: November 16, 2022

Your Employee Group: Management and Professional (M&P)

EMPLOYEE GROUP INFORMATION

- Review AAPS Site: <http://aaps.ubc.ca/>
 - Sign up for new members information session: <http://aaps.ubc.ca/member/information>
 - Review AAPS Agreement: <https://hr.ubc.ca/sites/default/files/documents/AAPS%20Agreement%202019-2022%20final%20version.pdf>
- Working Hours:
 - **Regular Hours:** As an hourly employee, your hours may vary and will be at the discretion of your supervisor/manager. A full-time standard work week is 35 hours, with the work day being 7 hours (not including a meal break).
 - **Overtime:** Overtime is anything in excess of 7 hours per day or 35 hours per week. All overtime work performed for which overtime payments will be requested **must** be approved by your supervisor in writing in advance of the overtime work. Overtime will be paid at double time.
 - **Meal Breaks:** You will be required to take a meal break if you work more than 5 hours in a day. Meal breaks should be a minimum of 30 minutes, but no longer than an hour. You will be required to clock in and clock out for your meal break, please see the header "HOURLY TIME SUBMISSION" for further details.
 - **Schedules:** Work schedules should be set/discussed with your manager.

UBC

- Review the UBC employee orientation hub: <https://hr.ubc.ca/working-ubc/your-first-days-ubc>
- Review UBC Strategic Plan: <https://strategicplan.ubc.ca/>
- Review Expectations for UBC Faculty & Staff: https://bog.ubc.ca/?page_id=8706
- Read and review the following UBC Policies:
 - Discrimination & Harassment Policy: https://universitycounsel.ubc.ca/files/2022/05/Discrimination-Policy_SC7.pdf
 - Respectful Environment Statement: <http://www.hr.ubc.ca/respectful-environment/>
 - UBC Security Policies: <https://it.ubc.ca/services/security/ubc-information-security-office/security-policies>
- UBC Faculty of Medicine Policies: <https://www.med.ubc.ca/current-learners/policies-procedures/>
- Review the benefits your eligible for as a UBC employee: <https://hr.ubc.ca/benefits/eligibility-enrolment/eligibility-and-plan-cost>
 - As an hourly employee, you are not eligible for benefits until 3 months after your date of hire. After 3 months, Payroll will review your hours to see if you are eligible for benefits and, if eligible, send you the benefits enrolment task in Workday.
 - To be eligible for benefits you will need to work at least 17.5 hours per week.

- *IF ELIGIBLE* Review the Benefit plan details:
 - Dental: <https://hr.ubc.ca/benefits/benefit-plan-details/dental-benefits>
 - Extended Health: <https://hr.ubc.ca/benefits/benefit-plan-details/extended-health-benefits>
 - Health Spending Account: <https://hr.ubc.ca/benefits/benefit-plan-details/health-spending-account>
 - Employee & Family Assistance Program: <https://hr.ubc.ca/benefits/benefit-plan-details/employee-family-assistance-program>
 - Life Insurance: <https://hr.ubc.ca/benefits/benefit-plan-details/life-insurance>
 - Disability Benefits: <https://hr.ubc.ca/benefits/benefit-plan-details/income-replacement-disability-benefits>
 - Benefits while Travelling: <https://hr.ubc.ca/benefits/benefit-plan-details/benefits-while-travelling>
- *IF ELIGIBLE* Review the Sun Life benefits booklet for your employee group (for the extended health and dental plan):
 - <https://hr.ubc.ca/sites/default/files/documents/25205%20MP%20health-dental%20booklet.pdf>
- Learn how to make a claim (for the extended health and dental plan): <https://hr.ubc.ca/benefits/claims-and-forms/making-claim>
- Learn about your pay: <https://finance.ubc.ca/payroll/your-pay> and <https://finance.ubc.ca/payroll/your-pay/understanding-your-pay-statement>
- *IF ELIGIBLE* Review Profession Development Fund site: <https://hr.ubc.ca/career-development/professional-development-funding/staff-professional-development-funding>
- *IF ELIGIBLE* Review Tuition Waiver site: <https://hr.ubc.ca/benefits/benefit-plan-details/tuition-waivers>
 - As an hourly employee, you will be eligible for the Tuition Waiver if you have completed three months of accumulated service and have a full-time position or a part-time position of at least 20 hours per week for the three-month period before the course start date. This is equivalent to 260 hours for the three-month (or 13-week) period before the course start date.
- LinkedIn Learning for UBC Faculty & Staff: <https://linkedinlearning.ubc.ca/>
- Sign up for UBC Card: <https://ubccard.ubc.ca/?login>
- Review “Perks” available to UBC Faculty & Staff: <http://www.hr.ubc.ca/wellbeing-benefits/living-well/physical-wellbeing/ubc-perks-for-faculty-and-staff/>
- Consult Office Ergonomic Guide to set up your workstation: <http://www.hr.ubc.ca/wellbeing-benefits/workplace-health/ergonomics/office-ergonomics/>

To Be Completed in Workday

- Complete Mandatory Training for all New UBC Workers:
 - Preventing and Addressing Workplace Bullying & Harassment Training
 - Privacy & Information Security Fundamentals Training Part 1 & 2
 - New Worker Safety Orientation
 - Workplace Violence Prevention Training
- Complete the Employment Equity & Inclusion Survey
- Enroll in benefits and pensions: <https://hr.ubc.ca/benefits/eligibility-enrolment/enrolling-benefits> (For assistance review the job aid: https://ubc.service-now.com/selfservice?id=kb_article&syparm_article=KB0017011)

Handy Links: Workday

- Workday Training Courses: <https://irp.ubc.ca/training>
 - Workday Basics Training: <https://wpl.ubc.ca/browse/workday/employee-as-self/courses/wpl-wd-basics>
 - Workday Essentials Hourly Staff Training: <https://wpl.ubc.ca/browse/workday/employee-as-self/courses/wpl-wd-we4hrl>
- Workday Knowledge Base Articles (CWL Login Required): https://ubc.service-now.com/selfservice?id=kb_view2&kb_knowledge_base=af5ffe361b8ad4105edd43b4bd4bcb09

Handy Links

- UBC Statutory Holidays: <https://hr.ubc.ca/working-ubc/statutory-holidays>
- UBC Health & Wellbeing: <https://hr.ubc.ca/health-and-wellbeing>
- Consult Office Ergonomic Guide to set up your workstation: <http://www.hr.ubc.ca/wellbeing-benefits/workplace-health/ergonomics/office-ergonomics/>
- UBC Hot Lunch (Staff Networking Initiative): <http://stjohns.ubc.ca/hot-lunch/>
- Inter-hospital Shuttle: <https://mednet.med.ubc.ca/HR/Documents/Interhospital%20shuttle%20service%20schedule.pdf>
- UBC IT Bulletins: <http://bulletins.it.ubc.ca/>
- UBC IT Outage Notices: <https://twitter.com/ubcitoutages?lang=en>
- IT Guide to Working Off Campus: <https://it.ubc.ca/ubc-it-guide-working-campus>
- UBC Board of Governors Policies, Procedures, Rules, and Guidelines: <https://universitycounsel.ubc.ca/board-of-governors-policies-procedures-rules-and-guidelines/policies/>

EMERGENCY MEDICINE

- Review Department website: <https://emergency.med.ubc.ca/>
- Review Emergency Medicine Network website: <https://www.bcemergencynetwork.ca/>

Mail Lists

- Healthy UBC Newsletter: <http://www.hr.ubc.ca/healthy-ubc-newsletter/> (Subscribe button on right side of page)

Key Systems

- Workday: <http://www.myworkday.ubc.ca/>
- Qualtrics: <https://it.ubc.ca/services/teaching-learning-tools/survey-tool>
- Campus Wide Login (CWL): <https://www.myaccount.ubc.ca/myAccount/>
- Enhanced CWL/Multi-factor authentication: <https://privacymatters.ubc.ca/secure/enhancedcwl>
- UBC FASmail: <https://it.ubc.ca/services/email-voice-internet/ubc-faculty-staff-email-fasmail>
- MS Teams: <https://it.ubc.ca/services/email-voice-internet/microsoft-teams?m365>
- Onedrive: <https://it.ubc.ca/services/web-servers-storage/microsoft-onedrive>
- UBC Zoom: <https://it.ubc.ca/services/teaching-learning-tools/zoom-video-conferencing>
- myVPN: <https://it.ubc.ca/services/email-voice-internet/myvpn>

FACULTY OF MEDICINE (FOM)

- Review FoM Strategic Plan: <https://stratplan.med.ubc.ca/?login>
- Review FoM website and Mednet Site: <http://www.med.ubc.ca/about/> and <https://mednet.med.ubc.ca/AboutUs/Pages/default.aspx>

CORONAVIRUS

- UBC: <https://covid19.ubc.ca/>
- FOM: <https://www.med.ubc.ca/coronavirus-covid-19-information-for-the-faculty-of-medicine-community/>

HOURLY TIME SUBMISSION

As a new hourly staff member, we'd like to provide you with some information and resources that will help you ensure that you are paid appropriately each pay period. As an hourly staff member, your payday on the 15th will include hours worked from the 24th day of the previous month to the 8th day of the current month. Your end of the month pay will include hours worked from the 9th to the 23rd of the current month.

For your hourly position, you will need to enter your hours in Workday. Here is a job aid that can assist with that: https://ubc.service-now.com/selfservice?id=kb_article&sys_id=8db1581d1b36649024c255b62a4bcb97&table=kb_knowledge.

You will be sent a reminder before the end of each pay period to submit your hours. For each pay period, you will have to enter your hours by a specific time and date to ensure you are paid appropriately. Workday will also automatically send you reminders if you (1) do not have any hours, or (2) have hours entered, but not submitted. This is a table will provide you with all the deadlines for 2022, for the hourly submission deadline please look for "Time Entry and Submission": <https://finance.ubc.ca/important-dates-payroll>. Please note that you must **submit** your hours into Workday by the deadline date **at 11:59 PM**.

How you choose to manage your hours is up to you (e.g. enter all your hours at the end of each pay period, after every shift, etc.), however to avoid any pay delays, the important thing is to get it done and submitted.

Please note, if you currently hold two or more hourly positions at UBC, please ensure you are conscious of your cumulative hours (total number of hours worked across all positions) and do not work over the maximum number of hours per your collective agreement. Any hours over the maximum will result in overtime pay, even though you may have only logged 5 hours with that specific position. Regardless of your position, UBC views your hours cumulatively, therefore, please be mindful when working.

If you have any question about the hourly time submission process please contact: emergency.hr@ubc.ca

HOURLY ABSENCE SUBMISSION

When entering absence, hourly employees are required to complete a double entry. In order to be paid for the absence, hourly employees must submit both a time entry and absence entry for the same number of hours. Hourly employees must complete the following two actions in Workday:

1. Enter their scheduled working hours via Entering Time (as outlined above)
2. Enter their absence hours via Absence (as outlined below)

Here is a job aid that can assist with requesting time off via Absence: https://ubc.servicenow.com/selfservice?id=kb_article&sys_id=87d4d7e31b650d9027278556cc4bcb37&table=kb_knowledge

Failure to enter scheduled working hours when entering an absence will result in not being paid for that time.

If you have any question about the hourly absence submission process please contact: emergency.hr@ubc.ca