

New Employee Onboarding Outline

Version Date: November 9, 2022

Your Employee Group: Non-union technicians and research assistants (TRA)

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/accountability-at-ubc/expectations-for-faculty-staff/>
- 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/cybersecurity-services/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>
- 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>
 - 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>
- 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%20Other%20Group%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>
- Review UBC Staff Pension Plan site: <http://staff.pensions.ubc.ca/new-members/>
- Attend Staff Pension Workshop: <http://staff.pensions.ubc.ca/news/workshops/>
- Review Profession Development Fund site: <https://hr.ubc.ca/career-development/professional-development-funding/staff-professional-development-funding>
 - Professional Development Fund for TRA Staff: Claim up to \$1,000 per fiscal year
- Review Tuition Waiver site: <https://hr.ubc.ca/benefits/benefit-plan-details/tuition-waivers>

- Tuition Waiver: Take up to 12 credits of UBC courses, or the dollar equivalent in non-credit courses.
- 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/>
- Review Handbook for Technicians & Research Assistants: [HR TRA Handbook.pdf \(ubc.ca\)](#)

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&sysparm_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 for Salaried Staff Training: <https://wpl.ubc.ca/browse/workday/employee-as-self/courses/wpl-wd-we4sal>
- 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>
- 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>
- Guide to Working Off Campus: <https://it.ubc.ca/ubc-it-guide-working-campus>
- UBC Finance: <https://finance.ubc.ca/>
- UBC Board of Governors Policies, Procedures, Rules, and Guidelines: <https://universitycounsel.ubc.ca/board-of-governors-policies-procedures-rules-and-guidelines/policies/>
- Room Bookings: <https://facilities.med.ubc.ca/room-booking/>
- MedIT: <https://mednet.med.ubc.ca/ServicesAndResources/IT/GettingHelp/Pages/default.aspx>

- ISC: [Integrated Service Centre \(ubc.ca\)](http://www.ubc.ca)

Maillists

- 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/>

EMERGENCY MEDICINE

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