New Student Employee Onboarding Outline

Version Date: November 28, 2022

STUDENT EMPLOYEE INFORMATION

- ☐ Review Student Employee Handbook: https://hr.ubc.ca/sites/default/files/documents/HR_Student_Handbook_2020.pdf
- ☐ Working Hours:
  - o <mark>Salaried Co-op Students:</mark>
    - ▪ **Regular Hours:** A full-time standard work week is 35 hours, with the work day being 7 hours (not including a minimum 30 minute unpaid lunch break), unless indicated otherwise by your manager.
    - ▪ **Overtime**: Overtime is considered anything over 35 hours per week and/or anything over 7 hours per day. 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 time-and-half.
    - ▪ **Meal Breaks**: When you work more than five hours in a row, you are entitled to a minimum 30-minute unpaid meal break. Talk to your supervisor to learn when breaks are to be taken and the duration of breaks within your specific work environment.
    - ▪ **Schedules**: Work schedules should be set/discussed with your manager.

UBC

- ☐ Review UBC Strategic Plan: https://strategicplan.ubc.ca/
- ☐ Read and review the following UBC Policies:
  - o Discrimination & Harassment Policy: https://universitycounsel.ubc.ca/files/2022/05/Discrimination-Policy_SC7.pdf
  - o Respectful Environment Statement: http://www.hr.ubc.ca/respectful-environment/
  - o UBC Security Policies: https://it.ubc.ca/services/security/ubc-information-security-office/security-policies
- ☐ Learn about your pay: https://finance.ubc.ca/payroll/your-pay and https://finance.ubc.ca/payroll/your-pay/understanding-your-pay-statement

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/
- ☐ 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

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

Maillists

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

WORKDAY

- ☐ Complete Mandatory Training for all New UBC Workers (the training will show up in your Workday inbox):
  - o Preventing and Addressing Workplace Bullying & Harassment Training
  - o Privacy & Information Security Fundamentals Training Part 1 & 2
  - o New Worker Safety Orientation
  - o Workplace Violence Prevention Training
- ☐ 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 Student Workers Training: https://wpl.ubc.ca/browse/workday/employee-as-self/courses/wpl-wd-we4stu
- ☐ Workday Knowledge Base Articles (CWL Login Required): https://ubc.service-now.com/selfservice?id=kb_view2&kb_knowledge_base=af5ffe361b8ad4105edd43b4bd4bcb09

FACULTY OF MEDICINE (FOM)

- ☐ Review FoM Orientation Site: https://mednet.med.ubc.ca/HR/myHRstaff/Orientation/Pages/default.aspx
- ☐ 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

EMERGENCY MEDICINE

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

CORONAVIRUS

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