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 Hourly Work Learn:
    - ▪ **Regular Hours:** As an hourly student employee, your hours may vary and will be at the discretion of your supervisor/manager and/or the conditions of your study permit, if applicable. As a Work Learn student employee, you have a maximum number of hours you can work:
      - Winter session (September 1 to April 30): During Winter Term 1 and 2, you can work a maximum of 10 hours per week, a total of 300 hours.
      - Summer session (May 1 to August 31): Over Summer Term 1 and 2, you can work a maximum of 20 hours per week, a total of 300 hours.
    - ▪ **Meal Breaks**: You will be required to take an unpaid meal break if you work more than 5 hours in a day. Meal breaks should be a minimum of 30 minutes. You will be required to clock in and clock out for your meal break, please see the header "HOURLY TIME SUBMISSION" for further details. 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
- ☐ Hourly submission in Workday (Please see the header "HOURLY TIME SUBMISSION" for further details)
- ☐ Workday Training Courses: https://irp.ubc.ca/training

Workday Basics Training: https://wpl.ubc.ca/browse/workday/employee-as-self/courses/wpl-wd-basics

  - o 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/

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.