



Welcome to Hiring Solutions! We are in the process of onboarding you on our systems. Please complete the checklist below and email [Hiring Solutions Admin](#) if you have any questions. **Your UBC employee ID is 1234567 your PIN is 1234.**

***Before your FIRST day, please complete the following:**

- **Reply to Offer Letter email**
- **[CWL ID & FASmail](#)**
Tomorrow by 9 am, you will receive an e-mail from iam.no_reply@ubc.ca with the Subject: Activate your UBC Campus Wide Login (CWL) account. When you receive the email, please complete the setup process to activate your CWL ID and FASmail (Faculty and Staff Mail).

When choosing your FASmail Alias, please use *firstname.lastname@ubc.ca* naming format. Once your CWL and FASmail setup is complete, **please inform our [Hiring Solutions Admin](#).**

****During your FIRST TWO days, please complete the following and respond in ONE email.**

Please submit the following documents to [UBCHS Secure File Submission](#).

- **[Direct Deposit](#)**
UBC requires that all newly hired employees provide a [direct deposit form](#) on their first day.
- **[TD1 Form - Provincial](#) and [TD1 Form – Federal](#):** Please submit if you have CRA approved deductions.
- **[Personal Data Form](#)**
- **If you are on a work/study permit, we require a copy of your work permit/visa to process your payroll.**
- **[Mandatory Training](#)**
New Worker Safety Orientation, Preventing and Addressing Bullying and Harassment, Workplace Violence Prevention Training, Privacy & Information Security - Fundamentals Part 1 & 2, Preventing COVID-19 Infection in the Workplace.

Action Required

- **[Time Sheet Portal](#)**
Once you activate your CWL, you will be able to sign in to the Time Sheet Portal. Please read [instructions](#) on how to complete your Time Sheet, Request Time-Off, and view your records.
- **[Enhanced CWL Registration](#)**
A second authentication method is mandatory to access your webmail and other UBC information systems. More information about Multi Factor Authentication at UBC can be found [here](#).
- **[OrgLynx](#) - Hiring Solutions engagement app**
You will be receiving an email invitation from OrgLynx to join the UBCHS community. Please join the **“CUPE - Welcome to Hiring Solutions”** track where we have simple checklists and questions to help complete your



Onboarding process. Plus, stay engaged with our challenges, monthly prizes, event notifications and updates.

You can download the app now on the Apple store or Android store.

- [UBC Staff Card](#)

Apply for the UBC card which can be used for various perks at UBC.

- [UBC ID: Self-Serve](#)

One day after you have created your CWL ID, **SIGN IN** to access the [Faculty and Staff Self Service](#). You will be able to view and update your personal information and view your pay online via the Management System Portal over the UBC Secure or VPN network.

Recommended Onboarding Actions

- **Union Orientation for [CUPE 2950](#) Employees (if applicable)**

- Contact your union office at 604.822.1494 or office@cupe2950.ca to arrange an orientation. If you are scheduled to work, please make arrangements directly with your department to attend.
- On the day that you attend, you will work six hours (excluding one hour unpaid lunch break) at your assignment and attend the union orientation for one hour to make it a complete seven hour paid day.
- **On your timesheet, please record one hour under “Misc”** and note that you attended a union orientation. Please try to arrange your orientation when you are on campus. If you are working off-campus, please contact UBC Hiring Solutions Admin office for alternate arrangements.

More Tools to Help

- [Staff Perks](#)

UBC staff receive employee discounts for many of UBC’s world-class attractions, recreation and other campus services.

- **Online Assessment Tool: [Ergo Your Office](#) Today!**

The Ergo Your Office Online Guide gives you the power to ensure your workstation is set-up safely and properly. This tool features step-by-step instructions designed to empower staff and faculty to make workstation adjustments that will benefit their health and safety while at work.

Additional Resources

- [UBC Hiring Solutions FAQ](#)

If you are unable to find the answer in our FAQ, please contact our [Hiring Solutions Admin](#).

- [UBC Human Resources](#)

- [CUPE 2950](#)

Thank you

UBC Hiring Solutions