

Hello from Hiring Solutions!

UBC HR provides updates and resources for working at UBC during COVID-19. Find relevant [information](#) for staff, as well as for those who have management responsibilities.

For university wide updates, please visit our [website](#).

You will be receiving several emails from UBC and Hiring Solutions. Below are examples of the emails you should be receiving in the next twenty four hours.

- **UBC Notification**

From: **UBC Notification** <noreply@workday.svc.ubc.ca>
Date: Mon, Nov 23, 2020 at 3:28 PM
Subject: A Task Awaits You: Review Documents - Hire:

You will receive an email from UBC Workday that your Employment Agreement is ready for your review. You will be able to access Workday after your CWL account has been setup.

- **Campus Wide Login (CWL) Account**

From: <iam.no_reply@ubc.ca>
Date: Tue, Nov 24, 2020 at 8:22 AM
Subject: Activate your UBC Campus Wide Login (CWL) Account

You will receive an email from UBC Identity and Access Management to setup your CWL account. Once your CWL has been setup, you will be able to access Workday.

- **Faculty and Staff mail (FASmail)**

From: <iam.no_reply@ubc.ca>
Date: Tue, Nov 24, 2020 at 7:53 AM
Subject: Your new FASmail has been created

You will receive an email from UBC Identity and Access Management to [setup](#) your FASmail account. When choosing your FASmail Alias, please use *firstname.lastname* naming format. **If your preferred name is different than your legal name, please enter *preferredfirstname.lastname* as your FASmail Alias.**

Once you have accepted the [Employment Agreement](#) and have successfully logged in to your [FASmail](#) using your CWL, **please inform our [Hiring Solutions Admin](#) team.**

Please complete the Workday Onboarding tasks. The process guide can be found on the [Workday Job Aid](#).

- **[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.

- **[Time Sheet Portal](#)**

Hiring Solutions does not use the Time Tracking in Workday system. Hiring Solutions uses Time Sheet Portal. Please read the [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.

- [UBC Staff Card](#)
Apply for the UBC card which can be used for various perks at UBC. Please [contact](#) the UBC Bookstore to arrange for your Staff Card to be mailed to you.
- **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.

Additional Resources

- [UBC Hiring Solutions](#)
Please visit our webpage prior to your first day of work, as it contains important information related to your employment.
- [UBC Hiring Solutions FAQ](#)
If you are unable to find the answer in our FAQ, please contact our [Hiring Solutions Admin](#).
- [UBC Human Resources](#)

Thank you

UBC Hiring Solutions