Welcome to 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.

We are in the process of onboarding you on our systems.

*Before your FIRST day, please complete the following:

- **Reply to Offer Letter email**
- **CWL ID & FASmail**
  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.

Once your Workday access is setup, please complete the following:

- **Direct Deposit**
  UBC pays employees via direct deposit. Direct deposit setup is mandatory for UBC employees.
- **TD1 Form - Provincial** and **TD1 Form – Federal**: Please submit if you have CRA approved deductions.
- **If you are on a work/study permit, we require a copy of your work permit/visa to process your payroll.**
- **Mandatory Training**

Additional 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.
- **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. If you are working remotely, please contact the UBC Bookstore to arrange for your Staff Card to be mailed to you.
- **Text Messaging**
  Please respond YES or NO if you would like to receive text message notifications to your cell phone.
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