



THE UNIVERSITY OF BRITISH COLUMBIA

WORKDAY ONBOARDING PROCESS MAP (UPDATED OCTOBER 2024)

Through discussions with members of the Orientations & Onboarding Community of Practice, which comprises of HR practitioners and administrators from faculties/portfolios from across UBC Vancouver and Okanagan campuses, we recognize that increasing transparency and clarity in the Workday preboarding process would be useful for hiring managers and administrators who are directly or indirectly involved in the onboarding process at the local/departmental levels.

The Workday Onboarding Process Map resource is developed by the Employee Experience team in UBC Human Resources in partnership with the Integrated Service Centre HR Product team and the Workplace Learning Ecosystem team. The goal is to share a comprehensive document of the preboarding process and associated notification messages that new faculty and staff receive during their onboarding on Workday. We have also included central communications from Central HR (to new staff) and CTLT (to new faculty).

We will continue to update the contents in this resource as needed. The most up-to-date version of this resource can be found on the [Onboarding page of the UBC HR Manager/Admin website](#) (CWL required). You may share this template, as relevant to your faculty/department, with the hiring managers you support or with other HR practitioners and administrators.

QUICK ACCESS

1. [Onboarding Process Summary](#)
2. [Onboarding Process Map - Workday](#)
3. [Mandatory Training Reminder Notifications - Workday](#)
4. [Onboarding Communications - Central HR \(Staff\)](#)
5. [Onboarding Communications - CTLT \(Faculty\)](#)

Onboarding Process Summary	Staff (New Hire)	Staff (Rehire)	Faculty (New Hire)	Faculty (Rehire)	Student (New Hire)	Student (Rehire)	Job Change or Additional Job
Step 1: Hire: Generate Document (By Initiator/HR Admin)	✓	✓	✓	✓	✓	✓	✓
Step 1.1(a): CWL Activation (new) Step 1.1(b): CWL Confirmation (rehire)	✓	✓	✓	✓	✓	✓	
Step 1.2: FASmail Creation	✓		✓		✓		
Step 1.3: Onboarding	✓	✓	✓	✓	✓	✓	✓
Step 2: Payment Elections	✓	✓	✓	✓	✓	✓	
Step 3(a-c): Contact, Personal Info, Edit IDs	✓	✓	✓	✓	✓	✓	
Step 4(a): Mandatory Training (Work Learn)					✓	✓	
Step 4(b-g): Mandatory Training (General)	✓		✓				
Step 4(h-i): Mandatory Training (Manager)	✓ (Managers only)	✓ (New managers)	✓ (Managers only)	✓ (New managers)			
Step 4(j): Welcome to UBC Orientation	✓ (UBCV salaried)						
Step 4(k): Employment Equity Survey	✓	✓	✓	✓	✓	✓	
Step 4(l): BCGEU Okanagan Membership	✓ (UBCO only)						
Step 4(m-n): Change Photo, Add Education	✓ (Except Education)		✓		✓ (Except Photo)		
Step 4(o-q): Emergency Contacts Federal & Provincial Tax Elections	✓	✓	✓	✓	✓	✓	
Step 4(r): Benefits Elections	✓	✓	✓	✓			✓
Step 4(s): Enter Hours on Workday	✓ (Hourly only)	✓ (Hourly only)			✓ (Hourly only)	✓ (Hourly only)	✓ (Hourly only)
Step 5(a): Recruitment Experience Survey Step 5(b): 30-Day Entrance Survey	✓		✓		✓		

ONBOARDING PROCESS MAP – WORKDAY

Step	Description	Conditions	Notification Message
1	<p>Hire: Generate Document (By Initiator/HR Admin)</p> <p>Final step of hire process</p> <p><i>(Faculty Hire process can be completed up to 1 year in advance of start date to grant system access early)</i></p> <p>Workday Knowledge Base</p>		<p><u>Welcome to UBC! Accept your Employment Agreement</u> Hello "Preferred Name - First Name",</p> <p>Welcome to UBC! To begin, you need to accept your Employment Agreement in Workday.</p> <p>To access Workday, copy 'myworkday.ubc.ca' into your browser. You need your Campus Wide Login (CWL) credentials to log in to Workday, and once you are in, your Employment Agreement will appear in your Workday inbox.</p> <p>If you do not already have your CWL credentials, you will receive an email from UBC IT with your log in information within 48 hours. For information on the CWL, copy 'it.ubc.ca/services/accounts-passwords/campus-wide-login-cwl' into your browser.</p> <p>For Workday issues or questions, please call the UBC Service Centre 604-822-8200 for UBC Vancouver or 250-807-8163 for UBC Okanagan.</p> <p>We look forward to you joining UBC.</p> <p><i>Note: Think before you click on links. Copy and paste the URL into your browser. Thank you for helping to keep UBC secure.</i></p>
1.1a	<p>CWL Account Activation</p> <p><u>(Automatic within 24 hours of completion of Step 1)</u></p> <p><i>*Sent through AccessUBC outside of Workday</i></p>	<p>No existing CWL account (External new hires with no previous role at UBC)</p>	<p><u>Activate your UBC Campus Wide Login (CWL) Account</u> Dear "First Name + Last Name",</p> <p>You are receiving this email because you have an employment affiliation with the University of British Columbia and require a Campus Wide Login (CWL). Your CWL ID has been created, please click here [Unique link to activate CWL] to activate it. <u>You have 72 hours to activate your account using this link.</u></p> <p>If you already have a Campus Wide Login (CWL), please do not complete the activation process. Please contact the IT Service Centre at IT Service Centre at: http://it.ubc.ca/helpdesk with the following information: existing CWL, new CWL listed in this email and your Employee ID.</p> <p>Your CWL login name: [CWL Login ID]</p> <p>Note: Your CWL Login Name is considered public information. See CWL Terms of Service for more information. https://it.ubc.ca/services/accounts-passwords/campus-wide-login-cwl/terms-service.</p> <p>CWL gives you access to your UBC email and other UBC online services, such as free anti-virus software, UBC wireless, Faculty and Staff Self-Service Portal, and Virtual Private Network (VPN).</p> <p>If you are having difficulties activating your CWL Account, then please contact the IT Service Centre at: http://it.ubc.ca/helpdesk . This message comes from an unmonitored mailbox. Please do not reply to this message.</p>
1.1b	<p>CWL Account Confirmation</p> <p><u>(Automatic within 24 hours of completion of Step 1)</u></p> <p><i>*Sent through AccessUBC outside of Workday</i></p>	<p>Existing CWL account (Rehires or past students)</p>	<p><u>Welcome to UBC!</u> Hello "First Name + Last Name",</p> <p>Welcome to UBC. You have been granted access to the following services:</p> <ul style="list-style-type: none"> - Enterprise Active Directory - Enterprise LDAP - Home Drive (Home Drive Storage Service) + Other services applicable to your role

			<p>Here are the details of your CWL account:</p> <p>CWL Login Name is: [CWL Login ID]</p> <p>If you have received this email in error or have any questions, please contact UBC IT Help Desk. Please do not reply to this message as it is sent from an unmonitored mailbox.</p>
<p>1.2</p>	<p>FASmail Creation</p> <p>For departments that are onboarded on AccessUBC, FASmail provisioning will be triggered once the Workday hire and CWL activation process is completed.</p> <p><u>(Automatic within 24 hours of completion of Step 1)</u></p> <p><i>*Sent through AccessUBC outside of Workday</i></p>	<p>No existing FASmail account (External new hires with no previous role at UBC)</p> <p>NOTE: Faculties and units that provision their own email addresses should continue to follow their existing procedures to create business email addresses (@faculty/unit.ubc.ca)</p>	<p>Dear "First Name + Last Name",</p> <p>You are receiving this email because you have been assigned a UBC Faculty & Staff Email (FASmail) account, associated with Campus Wide Login (CWL).</p> <p>Your FASmail address is [Unique @mail.ubc.ca email address].</p> <ul style="list-style-type: none"> • What is FASmail? FASmail is the business email account to use for official work at UBC. • Why should I use it? Using FASmail helps to secure confidential and personal information for both you and the University. • How will others at UBC know to contact me at this address? Your FASmail email address is listed as your business email address in HRMS and this address is used by UBC broadcast email, published in the Global Address Book of FASmail, and is available to all FASmail users for lookup. Some users are also entitled to a department-specific email address for the duration of their appointment with that unit. Please contact your supervisor for more details. • Can I change the alias for this new address? Yes. To setup your @ubc.ca email alias, please visit https://www.myaccount.ubc.ca/myAccount/ • Can I forward my FASmail address to another email account? Yes. Forwarding your FASmail to an approved business account can also be setup by visiting https://www.myaccount.ubc.ca/myAccount/ Please note: Automatically forwarding or redirecting UBC email accounts to outside service provider accounts is only acceptable for UBC faculty and staff members who have appointments at other institutions and have difficulty managing multiple work email accounts. For security and privacy reasons, forwarding a FASmail address to private email accounts, such as Gmail or Hotmail accounts, is prohibited. For a detailed description of this guideline please click here. <p>Need more information?</p> <ul style="list-style-type: none"> - You can login to your account online at https://www.mail.ubc.ca/ using your CWL. If unable to login, please go to https://www.myaccount.ubc.ca/myAccount/ and reset your password in order to gain access to FASmail. - If you are having difficulties with your FASmail account, please contact the IT Service Centre at http://it.ubc.ca/helpdesk or your local IT support team. This message comes from an unmonitored mailbox. Please do not reply to this message.

<p>1.3</p>	<p>Onboarding</p> <p><u>(Automatic within 24 hours of completion of Step 1)</u></p>	<p>(1) New Hire or Rehire + (2) NOT unpaid faculty or retiree with benefits (Employee type)</p>	<p>Start your onboarding with UBC Hello "Preferred Name - First Name",</p> <p>Now that you have accepted your Employment Agreement, you can start your onboarding tasks in Workday. These tasks may take 1-2 hours to complete.</p> <p>You may consider completing these onboarding tasks before or on your first day so that the information needed to process your pay is set up correctly for your first pay period. It is recommended you familiarize yourself and enrol in your benefits (if your role is eligible for benefits) before beginning your role.</p> <p>To access Workday, copy 'myworkday.ubc.ca' into your browser and use your Campus Wide Login (CWL) to log in.</p> <p>In Workday, find your onboarding tasks in the “Onboarding Dashboard” in the Announcements section.</p> <p>Once you complete your first onboarding task, you will receive Workday notifications to proceed to the next tasks. The initial onboarding tasks to complete include:</p> <ul style="list-style-type: none"> • Choose Payment Method (provide banking information for direct deposit) • Edit Contact Information • Edit Government ID <ul style="list-style-type: none"> ○ Please enter your Provincial Health Number (PHN) to ensure you receive your benefits enrolment task (if your role is eligible for benefits). ○ If you do not have a PHN from BC or another province in Canada, you will not be eligible for extended health care under your benefits package. To learn more about arranging health insurance during your MSP waiting period, copy 'hr.ubc.ca/benefits/benefit-plan-details/bc-medical-services-plan/insurance-during-msp-waiting-period' into your browser. • Benefits Elections (you receive this task if your role is eligible for benefits) <ul style="list-style-type: none"> ○ The benefits enrolment process is complex and there is important information you'll need as you enrol in benefits through Workday and beyond, such as navigating the extended health and dental claims processes with Sun Life. To help, please review and use the Benefits Enrolment Guide. Copy 'hr.ubc.ca/sites/default/files/documents/Benefits%20enrolment%20guide.pdf' into your browser. • Federal and Provincial Tax Elections <p>For step-by-step instructions on how to complete these onboarding tasks in Workday, copy 'ubc.service-now.com/selfservice?id=kb_article&sysparm_article=KB0017901' into your browser and log in using your CWL.</p> <p>In addition to onboarding tasks in Workday, there is a lot to learn as you settle into your new role at UBC. To find more information to support you and who to contact for help, copy 'hr.ubc.ca/working-ubc/your-first-days-ubc' into your browser.</p> <p>Welcome to UBC!</p> <p><i>Reminder: Think before you click on links. Copy and paste the URL into your browser. Thank you for helping to keep UBC secure.</i></p>
<p>2</p>	<p>Manage Payment Elections</p>	<p>(1) New Hire or Rehire (NOT a Job Change or Additional Job within UBC) + (2) NOT unpaid faculty (Employee type)</p>	<p><u>A Task Awaits You: Payment Election Enrollment Event</u> Please log into Workday and review or approve the transaction.</p> <p><i>[Within Workday account, notification in Workday inbox and Onboarding Dashboard.]</i></p> <p>This task requires an estimated 5-10 minutes to complete.</p> <p>Maintain Payment Elections: Ensure you click 'Submit' at the bottom of the screen after you have entered your banking details. If you do not click 'Submit', your payment elections will not be saved and you will be paid by cheque.</p>

3.a	Enter Contact Information	New Hire or Rehire (NOT a Job Change or Additional Job within UBC)	Generic "A Task Awaits You" email notification from Workday. <i>[Within Workday account, notification in Workday inbox and Onboarding Dashboard.]</i> This task requires an estimated 5-10 minutes to complete.
3.b	Enter Personal Information	(1) New Hire or Rehire (NOT a Job Change or Additional Job within UBC) + (2) NOT unpaid faculty (Employee type)	Generic "A Task Awaits You" email notification from Workday. <i>[Within Workday account, notification in Workday inbox and Onboarding Dashboard.]</i> This task requires an estimated 5-10 minutes to complete.
3.c	Edit Government IDs	(1) New Hire or Rehire (NOT a Job Change or Additional Job within UBC) + (2) Eligible for Extended Health + (3) NOT unpaid faculty (Employee type)	Generic "A Task Awaits You" email notification from Workday. <i>[Within Workday account, notification in Workday inbox and Onboarding Dashboard.]</i> This task requires an estimated 5-10 minutes to complete. If you are eligible and want to enroll for Extended Health, be sure to add your provincial health number (number on the back of your BC Services Card or on your health card if you are from another province) in the Additional Government IDs section. If you do not have a valid provincial health number (for example, you are new to Canada) click on Submit to skip this step. Once you receive your number from the government, be sure to update it in Workday. Your SIN is showing as "xxx xxx xxx" because it is being masked, you do not need to re-enter your SIN.
4.a	To Do: Welcome to the UBC-V Work Learn Program	UBCV Work Learn student (Job profile)	<i>[Within Workday account, notification in Workday inbox and Onboarding Dashboard.]</i> <u>Optional courses recommended for Work Learn UBC-V</u> Welcome to the UBC-V Work Learn Program! As you begin your work term, please complete the Work Learn Fundamentals Canvas course . This Canvas Course is highly recommended for all Work Learn student employees - complete it at your own pace and keep coming back to the module as you progress in your role. To help you reflect on your strength, skills, and goals, there are reflections at the end of each module that you can discuss with your supervisor. This Course also covers the BC Employment Standards Act (i.e. Sick Time, Working Hours, etc.), who to go to for support, and resources to assist you in every step of your Work Learn job. Link to register: https://canvas.ubc.ca/enroll/TXPREG

4.b	To Do: Preventing and Addressing Workplace Bullying and Harassment Training	New Hire or Rehire (if training is not complete) (NOT a Job Change or Additional Job within UBC)	<p><i>[Within Workday account, notification in Workday inbox and Onboarding Dashboard.]</i></p> <p>Welcome to UBC!</p> <p>As you get established in your new role, there are some short courses that all new University employees – faculty, staff, and student employees – are required to complete. These courses are designed to help support the health, safety and wellbeing of all people at the University. Part of UBC’s commitment to our community is to ensure this training is completed in a timely manner.</p> <p>Preventing and Addressing Bullying and Harassment must be completed within 14 days of your start date.</p> <p>To begin, UBCV employees please enroll at https://wpl.ubc.ca/browse/srs/mandatory/courses/wpl-srs-bulhar. UBCO employees please enroll at https://wpl.ubc.ca/browse/ubcohse/courses/wpl-srs-bulhar</p> <p>The course requires an estimated 20-25 minutes to complete.</p> <p>Once you complete this training, please ensure you ‘Submit’ your task here to complete this step.</p>
4.c	To Do: New Worker Safety Orientation	New Hire or Rehire (if training is not complete) (NOT a Job Change or Additional Job within UBC)	<p><i>[Within Workday account, notification in Workday inbox and Onboarding Dashboard.]</i></p> <p>Welcome to UBC!</p> <p>As you get established in your new role, there are some short courses that all new University employees – faculty, staff, and student employees – are required to complete. These courses are designed to help support the health, safety and wellbeing of all people at the University. Part of UBC’s commitment to our community is to ensure this training is completed in a timely manner.</p> <p>New Worker Safety Orientation must be completed within 3 days of your start date.</p> <p>To begin, UBCV employees please enroll at https://wpl.ubc.ca/browse/srs/mandatory/courses/wpl-srs-newsot. UBCO employees please enroll at https://wpl.ubc.ca/browse/ubcohse/courses/wpl-srs-newsot.</p> <p>The course requires an estimated 20-30 minutes to complete.</p> <p>Once you complete this training, please ensure you ‘Submit’ your task here to complete this step.</p>
4.d	To Do: Workplace Violence Prevention Training	New Hire or Rehire (if training is not complete) (NOT a Job Change or Additional Job within UBC)	<p><i>[Within Workday account, notification in Workday inbox and Onboarding Dashboard.]</i></p> <p>Welcome to UBC!</p> <p>As you get established in your new role, there are some short courses that all new University employees – faculty, staff, and student employees – are required to complete. These courses are designed to help support the health, safety and wellbeing of all people at the University. Part of UBC’s commitment to our community is to ensure this training is completed in a timely manner.</p> <p>Workplace Violence Prevention Training must be completed within 14 days of your start date.</p> <p>To begin, UBCV employees please enroll at https://wpl.ubc.ca/browse/srs/mandatory/courses/wpl-srs-wpvptr. UBCO employees please enroll at https://wpl.ubc.ca/browse/ubcohse/courses/wpl-srs-wpvptr.</p> <p>The course requires an estimated 20-25 minutes to complete.</p> <p>Once you complete this training, please ensure you ‘Submit’ your task here to complete this step.</p>

4.e	To Do: Privacy & Information Security Training for IT Professionals	(1) New Hire or Rehire (if training is not complete) (NOT a Job Change or Additional Job within UBC) + (2) IT Professionals (Various job profiles)	<p><i>[Within Workday account, notification in Workday inbox and Onboarding Dashboard.]</i></p> <p>Welcome to UBC!</p> <p>As you get established in your new role, there are some short courses that all new University employees – faculty, staff, and student employees – are required to complete. These courses are designed to help support the health, safety and wellbeing of all people at the University. Part of UBC’s commitment to our community is to ensure this training is completed in a timely manner.</p> <p>Privacy & Information Security Training for IT Professionals must be completed within 28 days of your start date.</p> <p>To begin, please enroll at https://wpl.ubc.ca/browse/prism/courses/wpl-srs-prsit1</p> <p>The course requires an estimated 60-90 minutes to complete.</p> <p>Once you complete this training, please ensure you ‘Submit’ your task here to complete this step.</p>
4.f	To Do: Privacy & Information Security - Fundamentals Part 1	New Hire or Rehire (if training is not complete) (NOT a Job Change or Additional Job within UBC)	<p><i>[Within Workday account, notification in Workday inbox and Onboarding Dashboard.]</i></p> <p>Welcome to UBC!</p> <p>As you get established in your new role, there are some short courses that all new University employees – faculty, staff, and student employees – are required to complete. These courses are designed to help support the health, safety and wellbeing of all people at the University. Part of UBC’s commitment to our community is to ensure this training is completed in a timely manner.</p> <p>Privacy & Information Security - Fundamentals Part 1 must be completed within 14 days of your start date.</p> <p>To begin, please enroll at https://wpl.ubc.ca/browse/prism/courses/wpl-srs-prsecf.</p> <p>The course requires an estimated 20-30 minutes to complete.</p> <p>Once you complete this training, please ensure you ‘Submit’ your task here to complete this step.</p>
4.g	To Do: Privacy & Information Security - Fundamentals Part 2	New Hire or Rehire (if training is not complete) (NOT a Job Change or Additional Job within UBC)	<p><i>[Within Workday account, notification in Workday inbox and Onboarding Dashboard.]</i></p> <p>Welcome to UBC!</p> <p>As you get established in your new role, there are some short courses that all new University employees – faculty, staff, and student employees – are required to complete. These courses are designed to help support the health, safety and wellbeing of all people at the University. Part of UBC’s commitment to our community is to ensure this training is completed in a timely manner.</p> <p>Privacy & Information Security - Fundamentals Part 2 must be completed within 28 days of your start date.</p> <p>To begin, please enroll at https://wpl.ubc.ca/browse/prism/courses/wpl-srs-prsec2.</p> <p>The course requires an estimated 20-30 minutes to complete.</p> <p>Once you complete this training, please ensure you ‘Submit’ your task here to complete this step.</p>

4.h	To Do: Supporting Mental Health in the Workplace for Managers and Supervisors	(1) New Hire or Rehire (if training is not complete) (NOT a Job Change or Additional Job within UBC) + (2) Manager/Supervisor (Direct reports on Workday)	<p><i>[Within Workday account, notification in Workday inbox and Onboarding Dashboard.]</i></p> <p>Welcome to UBC!</p> <p>As you get established in your new role, there are some short courses that all new university employees – faculty, staff, and student employees – are required to complete. These courses are designed to help support the health, safety and wellbeing of all people at the university.</p> <p>Supporting Mental Health in the Workplace for Managers and Supervisors has been designed specifically for UBC faculty and staff with managerial or supervisory responsibilities such as oversight for direct reports (faculty, staff and student employees). This mental health literacy training is one part of UBC’s ongoing commitment to empower managers and supervisors to support their own mental health and the mental health of their direct reports or team(s) by strengthening the understanding of mental health literacy and sharing the tools needed to build psychologically healthy and safe workplaces.</p> <p>The course requires an estimated 30 minutes to complete.</p> <p>Thank you for your time and your dedication to making UBC a great place to work! Enroll today: https://wpl.ubc.ca/browse/wellbeing/wellness/courses/wpl-wg-smhwms</p> <p>Once you complete this training, please ensure you ‘Submit’ your task here to complete this step.</p>
4.i	To Do: Safety Supervision at UBC	(1) New Hire or Rehire (if training is not complete) (NOT a Job Change or Additional Job within UBC) + (2) Manager/Supervisor (Direct reports on Workday)	<p><i>[Within Workday account, notification in Workday inbox and Onboarding Dashboard.]</i></p> <p>Welcome to UBC!</p> <p>As you get established in your new role, there are some short courses that all new University employees – faculty, staff, and student employees – are required to complete. These courses are designed to help support the health, safety and wellbeing of all people at the University. Part of UBC’s commitment to our community is to ensure this training is completed in a timely manner.</p> <p>Safety Supervision at UBC must be completed within 14 days of your start date.</p> <p>To begin, UBCV employees please enroll at https://wpl.ubc.ca/browse/srs/mandatory/courses/wpl-srs-supert. UBCO employees please enroll at https://wpl.ubc.ca/browse/ubcohse/courses/wpl-hse-ssu.</p> <p>The course requires an estimated 45-60 minutes to complete.</p> <p>Once you have completed your onboarding training, please ensure you “submit” your task to complete this step.</p>
4.j	To Do: Welcome to UBC Orientation	(1) New Hire <i>(Exception: Rehires who have NOT been employed by UBC in the last three years)</i> + (2) Salaried Staff + (3) At least 50% FTE + (4) UBC Vancouver (location)	<p><i>[Within Workday account, notification in Workday inbox and Onboarding Dashboard.]</i></p> <p>Course description: Welcome to UBC! Whether your role drives academics or operations, everyone at UBC is part of our vibrant community, working together to shape the future of research, learning, and work.</p> <p>Join us for this session specifically designed for new staff to learn more about UBC and the opportunities available here for you. At the end of this half-day session, you will: gain insights into UBC’s research, the student experience, and the community, meet colleagues from across the Vancouver campuses and hear first-hand from current staff about how to have a successful first year.</p> <p>This event is highly recommended for new UBC employees.</p> <p>Link to register: https://wpl.ubc.ca/browse/orientation-and-onboarding</p>

4.k	Complete Questionnaire: UBC Employment Equity Survey	New Hire or Rehire (NOT a Job Change or Additional Job within UBC)	<i>[Within Workday account, notification in Workday inbox and Onboarding Dashboard.]</i>
4.l	To Do: Membership in BCGEU	BCGEU Okanagan Support Staff and Teaching Assistants	<i>[Within Workday account, notification in Workday inbox and Onboarding Dashboard.]</i> <p>Welcome to the University of British Columbia’s Okanagan campus! With a workforce of over 16,000 individuals, UBC is organized into a number of staff and faculty employee groups.</p> <p>The applicable Collective Agreement between the University and the BC General Employees' Union (BCGEU) requires you to maintain BCGEU membership as a condition of employment.</p> <p>Action Required: Please fill out the BCGEU Membership Application form and Register with the BCGEU Head Office</p> <ul style="list-style-type: none"> • Fill out the BCGEU Membership Application form here: BCGEU Electronic App Card • Go to my.bcgeu.ca to register with the BCGEU Head Office and to receive your membership card <p>After you have completed the membership form and registered with BCGEU, click Submit on this task to mark it as complete.</p>
4.m	Change My Photo	(1) New Hire + (2) NOT Student (Job family)	<i>[Within Workday account, notification in Workday inbox and Onboarding Dashboard.]</i> <p>This task requires an estimated 5 minutes to complete.</p> <p>If you wish to skip this task, click on the gear icon and select ‘Skip This Task’.</p> <p>(Please limit file size to 1 MB. Use square images with 200 x 200 pixels for the best results.)</p>
4.n	Add Education	(1) New Hire + (2) Academic (job family)	<i>[Within Workday account, notification in Workday inbox and Onboarding Dashboard.]</i> <p>After you have completed entering your Education, please click “Submit” on your inbox “To Do”. This task must be submitted before you can continue with the additional Onboarding Tasks.</p>
4.o	Change Emergency Contacts	New Hire or Rehire (NOT a Job Change or Additional Job within UBC)	<i>[Within Workday account, notification in Workday inbox and Onboarding Dashboard.]</i> <p>Faculty, Staff, and Student Workers</p> <p>To add a new person as your Emergency Contact, or add an alternate contact, click ‘Add’ under Alternate Emergency Contacts below. To replace an Emergency Contact, make the new contact your Primary Contact and remove the previous person.</p> <p>Important: If your current Emergency Contact is also your Dependent and/or Beneficiary, you may need to update their contact information through the Benefits and Pay application. See Change My Emergency Contacts in the Workday Knowledge Base before making any updates.</p> <p>Note: If you are a current UBC student as well as a UBC employee, you will need to add emergency contacts to both your student and employee profiles in Workday.</p>

4.p	Complete Province Tax Elections	(1) New Hire or Rehire (NOT a Job Change or Additional Job within UBC) + (2) Work Location in Canada + (3) NOT unpaid faculty (Employee type)	<i>[Within Workday account, notification in Workday inbox and Onboarding Dashboard.]</i> This task requires an estimated 5-10 minutes to complete. Please ensure you have completed and submitted all onboarding tasks to ensure your Payment Elections and Tax Forms are properly submitted.
4.q	Complete Federal Withholding Elections	(1) New Hire or Rehire (NOT a Job Change or Additional Job within UBC) + (2) Work Location in Canada + (3) NOT unpaid faculty (Employee type)	<i>[Within Workday account, notification in Workday inbox and Onboarding Dashboard.]</i> This task requires an estimated 5-10 minutes to complete. Please ensure you have completed and submitted all onboarding tasks to ensure your Payment Elections and Tax Forms are properly submitted.
4.r	Change Benefit Elections	New Hire or Rehire (NOT a Job Change or Additional Job within UBC)	<i>[Within Workday account, notification in Workday inbox and Onboarding Dashboard.]</i> This task requires an estimated 20-50 minutes to complete.
4.s	Enter Your Hours in Workday	(1) Hourly Paid Employees (Pay rate type) + (2) NOT Hiring Solutions	As an hourly paid employee, your hours worked must be entered into Workday on a daily/weekly basis to ensure you are paid in a timely manner. Some departments will submit hours worked on behalf of their hourly employees. Ask your Supervisor or Manager if they will be entering time on your behalf. If you will be entering hours yourself, please review the Knowledge Based Article: Entering Time (hourly) for details on how to do this in Workday.
5.a	Complete Questionnaire: Recruiting Experience Survey (30 days after hire date)	(1) New Hire or Rehire (NOT a Job Change or Additional Job within UBC) + (2) Job Application Hire (Role posted on Workday)	Generic "A Task Awaits You" email notification from Workday. Within Workday account, notification in Workday inbox and Onboarding Dashboard.
5.b	Complete Questionnaire: 30-Day Entrance Survey (30 days after hire date)	(1) New Hire + (2) NOT unpaid faculty or contingent worker (Employee types)	Generic "A Task Awaits You" email notification from Workday. Within Workday account, notification in Workday inbox and Onboarding Dashboard.

MANDATORY TRAINING REMINDER NOTIFICATIONS – WORKDAY

Priority	Description	Reminders	Notification Message
1	New Worker Safety Orientation (Course to be completed within 3 days of start date)	Day 3 (Employee)	<p>Welcome to UBC “Preferred Name”!</p> <p>According to records, you have yet to complete New Worker Safety Orientation, a required course designed to help support the health, safety and wellbeing of everyone at the University.</p> <p>Please ensure that you have completed this training by “Date of Day 3”. If incomplete after this time, your supervisor / Department Head / Dean will be notified to help ensure there is sufficient time available for you to complete this course.</p> <p>To begin, please enroll at https://wpl.ubc.ca/browse/srs/mandatory/courses/wpl-srs-newsot. UBCO employees please enroll at https://wpl.ubc.ca/browse/ubcohse/courses/wpl-srs-newsot.</p> <p>The course requires an estimated 20-25 minutes to complete. Should you have any questions about general training requirements or this course in particular, please contact support.wpl@ubc.ca.</p>
		Day 4 (Manager)	<p>Dear “Manager Preferred Name”,</p> <p>As new staff and faculty colleagues get established in their new roles, there are some short courses that all new University employees – faculty, staff, and student employees – are required to complete. These courses are designed to help support the health, safety and wellbeing of all people at the University. Part of UBC’s commitment to our community is to ensure this training is completed in a timely manner.</p> <p>“Employee Preferred Name” has not yet had an opportunity to complete New Worker Safety Orientation, a required course.</p> <p>Although it is “Employee Preferred Name”’s responsibility to complete this training, we depend on Supervisors / Department Heads / Deans to inform new colleagues of the importance of required training and to ensure that “Employee Preferred Name” has sufficient time to complete the training. In rare circumstances when employees are simply unable or unwilling to complete the course, we recommend that you consult with Faculty Relations or Human Resources to discuss appropriate next steps.</p> <p>Should you have any questions about general training requirements or this course in particular, please contact support.wpl@ubc.ca.</p>
		Day 45 (Manager)	<p>Dear “Manager Preferred Name”,</p> <p>This is the final reminder that “Employee Preferred Name” has not completed New Worker Safety Orientation, which is one of the required training modules that all new UBC employees are expected to complete.</p> <p>Please contact your Human Resources or Faculty Relations advisor to discuss the best approach to ensuring that “Employee Preferred Name” is able to complete the training in a timely manner.</p> <p>Should you have any questions about general training requirements or this course in particular, please contact support.wpl@ubc.ca</p>

2	<p>(A) Preventing and Addressing Workplace Bullying and Harassment</p> <p>(B) Workplace Violence Prevention</p> <p>(C) Safety Supervision at UBC (Managers/Supervisors Only)</p> <p>(D) Privacy & Information Security - Fundamentals Part 1</p> <p>(Courses to be completed within 14 days of start date)</p>	<p>Two Reminders</p> <p>Day 7 (Employee)</p> <p>+</p> <p>Day 14 (Employee)</p>	<p>Welcome to UBC “Preferred Name”!</p> <p>According to records, you have yet to complete “Name of Required Course”, a required course designed to help support the health, safety and wellbeing of everyone at the University.</p> <p>Please ensure that you have completed this training by “Date of Day 14”. If incomplete after this time, your supervisor / Department Head / Dean will be notified to help ensure there is sufficient time available for you to complete this course.</p> <p>(A) To begin, UBCV employees please enroll at https://wpl.ubc.ca/browse/srs/mandatory/courses/wpl-srs-bulhar. UBCO employees please enroll at https://wpl.ubc.ca/browse/ubcohse/courses/wpl-srs-bulhar.</p> <p>(B) To begin, UBCV employees please enroll at https://wpl.ubc.ca/browse/srs/mandatory/courses/wpl-srs-wpvptr. UBCO employees please enroll at https://wpl.ubc.ca/browse/ubcohse/courses/wpl-srs-wpvptr.</p> <p>(C) To begin, UBCV employees please enroll at https://wpl.ubc.ca/browse/srs/mandatory/courses/wpl-srs-supert. UBCO employees please enroll at https://wpl.ubc.ca/browse/ubcohse/courses/wpl-hse-ssu.</p> <p>(D) To begin, please enroll at https://wpl.ubc.ca/browse/prism/courses/wpl-srs-prsecf.</p> <p>The course requires an estimated 20-30 minutes to complete. Should you have any questions about general training requirements or this course in particular, please contact support.wpl@ubc.ca.</p>
	Day 15 (Manager)	<p>Dear “Manager Preferred Name”,</p> <p>As new staff and faculty colleagues get established in their new roles, there are some short courses that all new University employees – faculty, staff, and student employees – are required to complete. These courses are designed to help support the health, safety and wellbeing of all people at the University. Part of UBC’s commitment to our community is to ensure this training is completed in a timely manner.</p> <p>"Employee Preferred Name" has not yet had an opportunity to complete “Name of Required Course”, a required course.</p> <p>Although it is "Employee Preferred Name" ’s responsibility to complete this training, we depend on Supervisors / Department Heads / Deans to inform new colleagues of the importance of required training and to ensure that "Employee Preferred Name" has sufficient time to complete the training. In rare circumstances when employees are simply unable or unwilling to complete the course, we recommend that you consult with Faculty Relations or Human Resources to discuss appropriate next steps.</p> <p>Should you have any questions about general training requirements or this course in particular, please contact support.wpl@ubc.ca.</p>	
	Day 45 (Manager)	<p>Dear “Manager Preferred Name”,</p> <p>This is the final reminder that "Employee Preferred Name" has not completed “Name of Required Course”, which is one of the required training modules that all new UBC employees are expected to complete.</p> <p>Please contact your Human Resources or Faculty Relations advisor to discuss the best approach to ensuring that "Employee Preferred Name" is able to complete the training in a timely manner.</p> <p>Should you have any questions about general training requirements or this course in particular, please contact support.wpl@ubc.ca</p>	

3	Privacy & Information Security - Fundamentals Part 2 (Course to be completed within 28 days of start date)	Two Reminders Day 7 (Employee) + Day 28 (Employee)	<p>Welcome to UBC "Preferred Name"!</p> <p>According to records, you have yet to complete "Name of Required Course", a required course designed to help support the health, safety and wellbeing of everyone at the University.</p> <p>Please ensure that you have completed this training by "Date of Day 28". If incomplete after this time, your supervisor / Department Head / Dean will be notified to help ensure there is sufficient time available for you to complete this course.</p> <p>To begin, please enroll at https://wpl.ubc.ca/browse/prism/courses/wpl-srs-prsec2.</p> <p>The course requires an estimated 20-30 minutes to complete. Should you have any questions about general training requirements or this course in particular, please contact support.wpl@ubc.ca.</p>
		Day 29 (Manager)	<p>Dear "Manager Preferred Name", As new staff and faculty colleagues get established in their new roles, there are some short courses that all new University employees – faculty, staff, and student employees – are required to complete. These courses are designed to help support the health, safety and wellbeing of all people at the University. Part of UBC's commitment to our community is to ensure this training is completed in a timely manner.</p> <p>"Employee Preferred Name" has not yet had an opportunity to complete Privacy & Information Security – Fundamentals Part 2, a required course.</p> <p>Although it is "Employee Preferred Name" 's responsibility to complete this training, we depend on Supervisors / Department Heads / Deans to inform new colleagues of the importance of required training and to ensure that "Employee Preferred Name" has sufficient time to complete the training. In rare circumstances when employees are simply unable or unwilling to complete the course, we recommend that you consult with Faculty Relations or Human Resources to discuss appropriate next steps.</p> <p>Should you have any questions about general training requirements or this course in particular, please contact support.wpl@ubc.ca.</p>
		Day 45 (Manager)	<p>Dear "Manager Preferred Name",</p> <p>This is the final reminder that "Employee Preferred Name" has not completed Privacy & Information Security – Fundamentals Part 2, which is one of the required training modules that all new UBC employees are expected to complete.</p> <p>Please contact your Human Resources or Faculty Relations advisor to discuss the best approach to ensuring that "Employee Preferred Name" is able to complete the training in a timely manner.</p> <p>Should you have any questions about general training requirements or this course in particular, please contact support.wpl@ubc.ca</p>

ONBOARDING COMMUNICATIONS – CENTRAL HR

Step	Description	Conditions	Notification Message
1	<p>Welcome to UBC! Onboarding Resources</p> <p><i>(Within 10 days of hire date)</i></p>	<p>(1) New Hire (NOT Rehire or Job Change or Additional Job) <i>Exception: Past student worker who graduated and is rehired into a staff role</i></p> <p>(2) Staff Member (NOT academic or student)</p> <p>(3) Ongoing or fixed term of six months or longer (Employee type)</p> <p>(4) At least 50% FTE</p> <p>(5) UBC Vancouver (work location)</p>	<p>Welcome to UBC!</p> <p>As you settle into your new role, we want to help you explore the community in a positive way!</p> <p>ONBOARDING ESSENTIALS TO GET STARTED Check out this HR Onboarding Guide for New Hires for detailed onboarding checklists and guides to get you started in your new role. <i>Your manager or faculty/department administrator will also connect with you to provide more onboarding resources specific to your role or team.</i></p> <p>Please also register for the New to UBC Vancouver Orientation Course. This self-directed course will help you get familiar with the resources, services and supports available to you while working at UBC, including an overview of UBC’s values and priorities, onboarding fundamentals, and insights into the great opportunities that the UBC community has to offer.</p> <p>UBC STAFF ORIENTATIONS – REGISTER NOW! Looking forward to having you join us at our next Welcome to UBC Orientation. The orientation event will expand on the content in the Orientation Course and provide additional engagement opportunities with seasoned staff and new members of our UBC community.</p> <p>You may also want to sign up for our upcoming Benefits@UBC Webinar to learn more about your staff benefits and have your questions answered by our Benefits team.</p> <p>WORKDAY ONBOARDING & BENEFITS ENROLMENT UBC’s finance and HR system Workday has some important tasks and to-do’s for you to complete within your first week, such as direct deposit set-up, benefits enrolment and required training courses. New to Workday? No problem! You can access Workday training courses to learn how to use Workday and perform specific tasks based on your role.</p> <p>The benefits enrolment process can be complex, that is why we have developed a two-page Benefits Enrolment Guide to help you through the enrolment process. The document includes a checklist, tips to complete the enrolment process smoothly, and more information to help use your benefits.</p> <p>WORKPLACE ACCESSIBILITY We want the workplace and onboarding experience to be accessible for all faculty and staff. The Centre for Workplace Accessibility is available to provide person-centered support, workplace accommodations and resources to help remove barriers for UBC employees.</p> <p>That’s it for now! If you have any questions during your onboarding experience, or want to reach out to say hi, please don’t hesitate to send me an email at workplace.orientations@ubc.ca.</p> <p>Stoked to have you join the UBC community!</p>

ONBOARDING COMMUNICATIONS – CTLT

Step	Description	Conditions	Notification Message
1	<p>Welcome to UBC!</p> <p><u>(Sent within first month of faculty hire in batches between April to August)</u></p>	<p>(1) New Hire (NOT Rehire or Job Change or Additional Job)</p> <p>(2) Academic / Faculty (NOT staff or student)</p> <p>(3) UBC Vancouver (work location)</p>	<p>Welcome to UBC!</p> <p>To help you get started in your new role, we’ve assembled two guides with information on the university, your role, and teaching and learning at UBC.</p> <p>NEW FACULTY ORIENTATIONS</p> <p>The Centre for Teaching, Learning and Technology (CTLT) hosts an annual multi-access New Faculty Teaching Orientation designed to introduce new faculty members to the structure and people of UBC. This year, we will be hosting the New Faculty Teaching Orientation on [Event Date/Time]. Register to attend the orientation event at [Registration Link].</p> <p>The orientation provides an excellent opportunity to meet new colleagues from different departments as well as members of the senior administration and representatives from other units that will be important to faculty at the University. The orientation begins with an optional campus tour, a light lunch, and ends with a reception hosted by senior administrators.</p> <p>This event is coordinated with the VP Research Office Orientation Day. The two events have different foci and provide information regarding key aspects of your life on campus.</p> <p>NEW FACULTY ORIENTATION GUIDE</p> <p>The New Faculty Orientation Guide is intended to be a starting point—a helpful introduction to teaching and learning at UBC for new or new-to-UBC faculty in their first year. Topics include:</p> <ul style="list-style-type: none"> • understanding who your learners are; • challenges you and your learners may face; • considerations for the first day of class; • assessing learning and giving feedback; • pedagogical approaches with learning technology tools, and more. <p>FACULTY PRIMER</p> <p>The Faculty Primer is a quick-start guide with practical information, tips and how-tos on getting started at UBC. Topics include:</p> <ul style="list-style-type: none"> • getting access to UBC’s online systems with a Campus Wide Login (CWL); • support with learning technologies, audio-visual equipment and IT; • UBC course information such as syllabus requirements, policies and exams; • funding opportunities, teaching and learning resources, and more. <p>OTHER CAMPUS ORIENTATION SERVICES FOR NEW FACULTY</p> <p>Faculty Relations provides a number of resources for faculty members new to UBC, including benefits enrolment, payroll, and house and relocation services. UBC’s HR website offers a rich orientation guide for faculty and staff new to UBC.</p>