

ARRIVAL CHECKLIST

POSTDOCTORAL FELLOWS

UBC Okanagan

	STATUS	TASK	RESPONSIBILITY	INFORMATION	WHAT TO EXPECT	TARGET DATE
PRE-ARRIVAL TO UBC		Apply for Medical Services Plan (MSP) of BC	Employee	Health Insurance BC	physical card called BC Services Card/ can also get online version	Apply as soon as residence is established (have landed in BC and have a home address)
		Open a bank account	Employee	RBC, ICBC, HSBC, Bank of Montreal, Scotiabank, TD Canada Trust	physical debit and/or credit card, online account, some bank cards can be saved to Apple Wallet	Need to enter into Workday in order for Payroll to deposit your semi-monthly paycheque
		Verify work permit accuracy with offer letter (start and end dates, title, location)	Employee	On work permit	If incorrect at port of entry, speak with CBSA officer to correct. If incorrect upon receipt in mail, contact immigration at respective UBC campus.	Upon receipt of work permit
		Provide copy of work permit to department	Employee	Contact your Administrator	Department can initiate profile in Workday, providing access to everything on Campus	Upon receipt of work permit
		Apply online for a Social Insurance Number (SIN)	Employee	ESDC (formally Service Canada)	Physical card - received in 20 business days	Upon entry into Canada
		Enter Social Insurance Number in Workday	Employee	Follow Task prompts in Workday	Payroll can process pay	Upon receipt of SIN
		Purchase a transit pass (bus)- OKANAGAN	Employee	Kelowna Regional Transit	pass is provided	optional
		Purchase a TransLink pass- VANCOUVER	Employee	TransLink- Metro Vancouver	compass card	optional
		Learn how to get vaccinated	Employee	Health Insurance BC	physical card that you can register online through Health Gateway to get a Vaccine Card (see below)	optional
		Or, register your vaccine if you've been vaccinated outside of BC	Employee	Submit my COVID-19 immunization record	Access your immunization record after via Health Gateway (online or via mobile app)	optional
		Get your BC Vaccine Card	Employee	Proof of vaccination and BC Vaccine Card	you can print out a card or upload to your mobile phone	optional
		Get your Canadian Vaccine Card	Employee	Canadian proof of vaccination	you can print out a card or upload to your mobile phone	optional
		BC Driver's License	Employee	Driving in BC	physical card	optional

	STATUS	TASK	RESPONSIBILITY	INFORMATION	WHAT TO EXPECT	TARGET DATE
FIRST DAY		CWL login and password	Hiring department & Employee		Workday	First day
		Workday account	Hiring department & Employee		Workday	First day
		Payroll/Direct Deposit information	Employee		Workday	First day

	STATUS	TASK	RESPONSIBILITY	INFORMATION	WHAT TO EXPECT	TARGET DATE
		UBC Card (employee ID card)	Hiring department		Campus Services website (CWL)	First week
		Building/Room Access (Salto card)- OKANAGAN	Hiring department		Okanagan- Facilities Management- Access Request Form	First week
		Building/Room Access Card- VANCOUVER	Hiring Department		UBC/ ACCESS Card	First week
		IT needs and requests (email address, equipment, etc.)	Hiring department		Hardware, Software & Desktop Support	First week

FIRST WEEK	Tour of campus and workspace	Hiring department/Supervisor			First week
	Review work schedule and department policies	Hiring department/Supervisor			First week
	Access Workplace Learning (Canvas)	Employee		Workplace Learning	First week
	UBC Mandatory Trainings	Employee		Workday will provide link to Canvas when completing onboarding in the system	First week
	Benefits Enrollment	Employee		Workday (see Enrolling in Benefits)	First week
	Enrol in College of Graduate Studies ORIENTATION- OKANAGAN	Employee		Okanagan Orientation	First week
	Enrol in College of Graduate Studies ORIENTATION- VANCOUVER	Employee		Vancouver Orientation	First week

	STATUS	TASK	RESPONSIBILITY	INFORMATION	WHAT TO EXPECT	TARGET DATE
FIRST MONTH		Study Space (COM310) & Collegui (ASC460) Access- OKANAGAN	Employee		CoGS Website	First month
		Study Space - VANCOUVER	Employee			First month
		Review job description, goals, expectations	Hiring department/Supervisor			First month
		Discuss training, performance management, and reviews	Hiring department/Supervisor			First month
		Review Org charts	Hiring department/Supervisor			First month
		Review UBC Strategic Plan, Vision and Values	Hiring department/Supervisor			First month
		Library Account	Employee		Library website	First month
		Postdoctoral Association Membership- OKANAGAN	Employee		Postdoctoral Association- UBCO	First month
		Postdoctoral Association Membership- VANCOUVER	Employee		UBC Postdoctoral Association	First month
		New to UBC Resource Hubs	Employee		Canvas	First month
		Set up your workstation ergonomically	Employee		Office Ergonomics	First month
		Create an on-brand email signature	Employee		UBC Brand	First month
		How to view payslip, find T4, update direct deposit info, etc..	Employee		myWorkday	First month