



## **New Academic Staff Checklist 2019-2020**

The following document provides a broad overview of administrative tasks that need to be completed by newly hired Faculty members. It is designed to supplement material provided by individual departments and Faculties.

For additional information, please contact the Office of Faculty Recruitment and Retention at [facrec@uwo.ca](mailto:facrec@uwo.ca).

### **Initial On-boarding Considerations:**

#### **Section I (Foreign Internationals and Returning Canadians)**

Work Permits  
Social Insurance Numbers  
University Health Insurance  
Ontario Health Insurance

#### **Section II (All Academic Staff)**

Pension and Benefits/Pay  
Western ID card  
Western Email

#### **Section III Administrative Responsibilities**

Staff/Faculty Family Clinic  
Parking  
Keys  
Moving Reimbursements  
Health and Safety

#### **Section IV Information Resources**

Research (ROLA Access)  
Graduate Supervision  
Financial Resources  
Information Technology  
Teaching Support Centre  
Bookstore Ordering  
University Libraries  
Western Office Supplies  
OWL

**Section I (Foreign Academics and Returning Canadians)**

	<b>Action</b>	<b>Location</b>	<b>Notes</b>	<b>Required Documents</b>
Foreign Faculty Members	Work Permit	OFRR	<p>Please provide a copy of your work permit to your departmental administrator as well as OFRR. Your appointment cannot be processed by Faculty Relations/Human Resources without a copy of this documentation.</p> <p><b>Western is unable to pay any Foreign academics without a copy of your work permit.</b></p>	(1) Work Permit
Foreign Faculty Members	<a href="#">Social Insurance Number (SIN)</a>	<p>Service Canada 457 Richmond Street (Dominion Public Building)</p> <p>Hours: 8:30 am to 4:00 pm</p>	<p>Foreign academics must apply for a SIN immediately upon entering Canada. Failure to obtain a SIN will result in lack of salary, including benefits.</p> <p>The application form for a SIN can be downloaded from the following site: <a href="#">Social Insurance Number – Apply - Canada.ca</a></p> <p>If applying for a work permit at a major International airport, there may be opportunities to apply for your SIN during regular business hours in secondary immigration.</p>	(1) Work Permit (2) Passport
Foreign Faculty Members and Returning Canadians	<a href="#">University Health Insurance Program (UHIP)</a>	Human Resources Support Services Building (SSB) Room 5100	<p>Foreign academics or Returning Canadians (and dependents) must sign up for UHIP to cover the 3- month waiting period for UHIP <b>as soon as arriving</b>. The cost of UHIP will be provided to you by Human Resources.</p> <p>The cost of UHIP is the responsibility of the faculty member; however, you may use your health care spending account to offset this expense.</p>	(1) Cheque or money (Cdn funds) payable to Western in the amount determined by HR (2) Work Permit (3) Passport
Foreign Faculty Members & Returning Canadians	<a href="#">Ontario Health Insurance Program (OHIP)</a>	<p>Ministry of Health 100 Dundas Street (Enter at Talbot Street)</p> <p>Hours: M, T, W, T, F 8:30 a.m. to 5:00 p.m.</p>	<p>Provides for treatment and care in Ontario hospitals, standard ward hospital accommodation and physician visits. An Ontario Health Premium is part of the calculation of your income tax.</p> <p>Information on OHIP and the document checklist can be found at the following site: <a href="#">Apply for OHIP and get a health card   Ontario.ca</a></p>	<p>You will be required to demonstrate proof of (1) Canadian Citizenship or OHIP Eligibility (e.g. work permit) (2) Proof of Ontario residency (e.g. Ontario driver's license, lease/mortgage papers) (3) Proof of identity (passport)</p>

<p>Foreign Faculty Members &amp; Returning Canadians</p>	<p><a href="#">Ontario Driver's License</a></p>	<p>London DriveTest Centre was 4380 Wellington Rd. S.,</p>	<p>New residents of Ontario are required to apply for an Ontario Driver's License after the 60 day grace period.</p> <p>More information on obtaining your Ontario driver's license can be found at: <a href="#">Exchange an out-of-province driver's licence   Ontario.ca</a></p> <p>You may exchange your driver's license if you are re-locating from the following:</p> <ul style="list-style-type: none"> <li>• Any Canadian province or territory</li> <li>• United States</li> <li>• Australia, Austria, Belgium, France, Germany, Great Britain, the Isle of Man, Japan, Korea, New Zealand, Northern Ireland, Republic of Ireland, Switzerland, Taiwan</li> </ul> <p>If you are coming from a country that is not on the above list, you will be required to obtain the following documentation:</p> <ul style="list-style-type: none"> <li>• Official letter from the foreign government or agency that issued your driver's license (English or French) confirming that your license is authentic and your driving experience</li> </ul> <p>You are strongly advised to apply for a driving record as proof of driving record for insurance purposes. Driving Records are mainly obtained online through the appropriate state/province.</p>	<p>(1) Passport  (2) Driver's License (must be translated by certified translator if not in English or French)  (3) Proof of driving experience</p>
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## Section II

### Pension and Benefits

Before your first pay is issued by Western, all new academic staff must meet with a pension and benefit consultant. During your initial meeting, the following items will be discussed:

- Manulife medical plans
- Sick leave and long term disability plans
- Group life insurance plan
- Western Pension Plan and allocation of funds
- Tuition Dependent Scholarship Program
- Employee and Family Assistance program
- Health Care Spending Account
- My HumanResources

Who	Action	Location	Notes	Required Documentation
All new Faculty Members	<a href="#">Pension and Benefits</a>	Human Resources Support Services Building (SSB) 5100  Phone: (519) 661-2194 Extension 82194	A group meeting will be scheduled prior to your arrival to Western.  Your partner may accompany you to the group meeting.  You must meet with Pension and Benefits prior to your first pay being issued in order to allocate your pension and benefits.	Blank Cheque for direct deposit information

### Section III (Initial Registrations)

The resource below is to assist with some of the administrative responsibilities for new academic staff.

Who	Action	Location	Notes	Required
All new Faculty Members	<a href="#">Staff/Faculty Family Practice Clinic</a>	Lower level of University Community Centre	This clinic provides health care services to Full Time University faculty and staff members and children who do not currently have a family physician	(1) Faculty ID number
All new Faculty Members	<a href="#">Western ONECard</a>	Western Student Services (WSS) Room 11220	All Academic Staff require a Faculty ID card. This card provides access to buildings and parking as well as proof of your status at Western.	(1) Faculty ID Number (2) Piece of photo Identification
All new Faculty Members	<a href="#">Parking</a>	Support Services Building (SSB) Room 4150	A permit is required to park in designated lots for staff and faculty. Staff and faculty lots require gray or orange permits depending on the lot and location requested. Payment and lot information can be found on the <a href="#">parking website</a> .	(1) Make/Model of car License plate number (2) Faculty ID number
All new Faculty Members	<a href="#">Keys</a>	Support Services Building (SSB) Room 4150	Keys are managed by Facilities and all key requests are made online through the following website: <a href="#">Key Requests - Facilities Management - Western University (uwo.ca)</a>	Faculty ID Card
All new Faculty Members	<a href="#">Moving Reimbursements</a>	Departmental Administrator	In accordance with the allowance stipulated in your letter of appointment, original receipts for travel and accommodations for the move to London should be submitted via a travel expense report to the Departmental administrator.	(1) Faculty ID number (2) Username & password

All new Faculty Members	<a href="#">Email</a>	ITS	Western uses Microsoft Office 365. Confirmation of your username and password will be sent to you in care of your department. Be sure to activate your account through the <a href="#">WTS website</a> . To activate your account, you must know your username and password assigned by ITS and sign off on the acceptable use policy.	(1) Username (2) Password
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## Section IV

### Information Resources

The information below is not exhaustive, but will provide a broad overview to some important resources available to Academic staff at Western.

Who		Location	Notes	Required Documentati
All new Faculty Members	<a href="#">Research Western</a>	Support Services Building (SSB) Room 5150	Detailed information on research and funding opportunities for academic staff may be found with Research Western.  Full time Academic staff will also need access to Research Online Administration (ROLA). Access to ROLA and additional information may be accessed at the following website: <a href="#">Rola Process - Research Western - Western University (uwo.ca)</a>	
All new Faculty Members	<a href="#">School of Graduate and Postdoctoral Studies</a>	Support Services Building (SSB) Room 4180	Information on membership to the SGPS and hiring of postdoctoral scholars.	
All new Faculty Members	<a href="#">Financial Services</a>	Support Services Building (SSB) Room 4300	Information on Travel discounts, Professional expense reimbursements, finance policies Account codes will be assigned to your account. <a href="#">Financial Services - Western University (uwo.ca)</a>	
All new Faculty Members	<a href="#">Western Technology Services</a>	Support Services Building (SSB) Room 4300	Computer Resources	
All new Faculty Members	<a href="#">Instructional Technology Resource Center</a>	Support Services Building (SSB) Room 4300	Supports academic staff who use technology in the classroom	
All new Faculty Members	<a href="#">Centre for Teaching and Learning</a>	D.B. Weldon Library Room 122	Resources on teaching support, research resources, mentoring, brown bags, Faculty programs and information sessions.	

All new Faculty Members	<a href="#">Western Book Store</a>	University Community Centre, Lower Level	Information on ordering classroom materials. <a href="#">The Book Store at Western (uwo.ca)</a>	
All new Faculty Members	<a href="#">Western Libraries</a>	Business, Social Science, Natural Science, Law, Education		(1)Username (2) Password
All new Faculty Members	<a href="#">Safety and Well-being</a>	Support Services Building (SSB) Room 4159	Information on work accommodations and ergonomics assessments.	
All new Faculty Members	<a href="#">Western Office Supplies</a>	Financial Services	Resources available to Western employees to purchase office equipment and supplies via account code through Mustang Market	(1)Username (2) Password (3) Account Code
All new Faculty Members	<a href="#">Classroom Technology Group</a>	Institutional Planning & Budget  <b>Classroom AV Technical Support and Services</b> Extension 82222 cmg@uwo.ca  <b>Course and Exam Scheduling</b> extension 84861 swilliam@uwo.ca	CMS are responsible for the installation and maintenance of audiovisual and media technology systems in general university (GU) classrooms	