

New Faculty Checklist 2007-2008

The following is general information for new full-time faculty members to assist with your initial transition to Western. It is no way complete and provides highlights to the primary administrative responsibilities that need to be completed when joining a new institution.

For additional information, please contact Jennifer Holburn at Jennifer.holburn@uwo.ca or 661-2111 extension 85614.

Who	Action	Source	Notes	✓
Non-Canadian Faculty & Returning Canadians	Work Permit	Office of Faculty Recruitment & Retention (OFRR)	A copy of your validated work permit must be give to your departmental administrators and OFRR. Your information cannot be inputted to the University payroll/administrative system without a copy of this documentation. Failure to provide a copy of your work permit to your departmental administrator will result in a delay of administrative tasks, including pay, Faculty ID card, Pension and Benefits meeting and keys.	
Non-Canadian Faculty & Returning Canadians	University Health Insurance Program (UHIP)	<p>To set up UHIP, please see Human Resources, Stevenson Lawson Building Room 262, phone 661-2194, immediately upon entering Canada.</p> <p>Failure to do so after 30 days will result in a significant financial penalty for dependents.</p>	<p>Information on UHIP (including cost) can be found at: http://www.uhip.ca/</p> <p>Foreign workers and/or Returning Canadians (along with accompanying family members) must apply for health care coverage through the University Health Insurance Program (UHIP) immediately upon entering Canada. Health Coverage will be provided through UHIP until the end of your three-month waiting period for the Ontario Health Insurance Program.</p> <p>Canadians returning to Canada after living abroad must reapply for OHIP coverage and will need to apply for UHIP coverage immediately during the three-month waiting period. The cost of UHIP will be provided to you during your Pension and Benefits appointment. Non-Canadian spouses of Canadian faculty members will also need to sign up for UHIP coverage. According to the Ontario Ministry of Health & Long Term Care website non-Canadian spouses are eligible for OHIP only when the following documentation can be produced:</p> <ul style="list-style-type: none"> ➤ You have submitted an Application for Permanent Residence or an 	

			<p>Application for Landing and have been confirmed by Citizenship and Immigration Canada as having satisfied the medical requirements for landing</p> <ul style="list-style-type: none"> ➤ You are a foreign worker who holds a valid work permit or employment authorization which names a Canadian employer situated in Ontario and your prospective occupation and is valid for at least six months 	
Non-Canadian Faculty & Returning Canadians	Ontario Health Insurance Program (OHIP)	<p>Individuals new to Ontario must obtain a health card. This card can be obtained from the OHIP office located at 217 York Street (at Clarence), 5th Floor (Monday, Tuesday, Thursday, Friday 8:30 am - 5:00 pm, Wednesday 8:30 am - 6:00 pm).</p>	<p>Information on OHIP can be found at http://www.health.gov.on.ca/english/public/program/ohip/ohip_mn.html</p> <p>To apply for OHIP, please bring the following documents:</p> <ul style="list-style-type: none"> ➤ Validated work permit ➤ Proof of Ontario residency (e.g., Driver's license, bank statement) ➤ Proof of identity (e.g., Social Insurance Number, with signature) 	
All New Full-time Faculty	Pension & Benefits	<p>Room 206, Stevenson-Lawson Building. 661-2194 x82194</p>	<p>You will need to meet with a Pension & Benefits Consultant prior to your first pay being issued by the University. To do this, please contact Pension & Benefits during your first week at the University.</p> <p>In order to meet with Pension and Benefits, your employment information must be on the payroll system, so please confirm with your department prior to setting up the appointment. For non-Canadians, you must have supplied your department with a copy of your work permit in order for your information to be inputted onto the system.</p> <p>Failure to meet with Pensions and Benefits in a timely manner will result in a late pay.</p>	
All New	Staff	Application form:	The Clinic provides health care services to University faculty and staff members	

Full-time Faculty	/Faculty Family Practice Clinic	http://shsweb.shs.uwo.ca/fpc/eligible.htm	<p>and their spouses and children who do not currently have a family physician. Presently, the medical staff is comprised of three family physicians, two females and one male.</p> <p>These physicians have hours on Tuesdays, Wednesdays and Fridays. Additional hours will be added as the available times are filled. The Family Practice Clinic will attempt to address your preference with respect to physician gender but they are unable to guarantee your preference.</p> <p>Located on the lower level of the UCC</p>	
Non-Canadian Faculty members	Social Insurance Number	Applications can be obtained in person at the London Human Resources Centre located at 120 Queen's Ave., (corner of Talbot & Queens) from 8:30 a.m. to 4:00 p.m. (645-4580).	<p>Foreign academics must apply for a Social Insurance Number (SIN) immediately upon entering Canada. Failure to obtain a SIN will result in lack of payment of salary, including benefits.</p> <p>The application form for a Social Insurance Card can be downloaded from the following site: http://www.hrsdc.gc.ca/asp/gateway.asp?hr=en/cs/sin/010.shtml&hs=sxn.</p> <p>You will need your passport and you will be given a temporary SIN number that will have an expiry date if you are a temporary worker. All 900 series Social Insurance Numbers will only be valid for the length of the employee's work visa, to a maximum of five years, under recent changes to the Employment Insurance Regulations.</p>	
All Full-time Faculty Members	Faculty ID Card	Room 190, Stevenson-Lawson Building.	<p>You will need your faculty ID number as well as a piece of photo identification to obtain your ID card.</p> <p>You will do this once your information has been put on the system and you have an employee number.</p>	
All Full time Faculty Members	Moving Allowance	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. Deadline is April 30 of the following year.	
All Full	Keys	Room 133, Services	A key requisition from your departmental administrator and your Faculty ID	

time Faculty Members		Building	card is required to pick up keys.	
All Full time Faculty Members	Parking	Room 15, Services Building	More information on parking locations, rates and applications can be found at www.uwo.ca/parking .	
All Full time Faculty Members	Telephones		<p>Western Directory: www.uwo.ca/westerndir/</p> <p>Setting up the OCTEL Voice Messaging System: Initial voice mail password is the 5 digit extension number of your telephone number. The voice mail system will prompt you to change this password during the tutorial on your initial logon.</p> <p>Logging onto the system: Dial the internal system number 83000, or press message key, enter your personal password. Please select menu options to record a greeting, record your name, changer your password, or listen to your message(s).</p>	
All Full time Faculty Members	Email	OFRR/ITS	Confirmation of your username and password will be sent to you c/o your home department. Be sure to activate your account through this ITS website: www.uwo.ca/its/accounting/ITS-AUP.html .	
All Full time Faculty Members	Faculty of Graduate Studies Membership	www.uwo.ca/grad/	Information on membership and the nomination-credentials process for the Faculty of Graduate Studies	
All Full time Faculty Members	Research Grants	Research Services www.uwo.ca/research	External and internal funding opportunities for faculty.	

All Full time Faculty Members	Travel Information	Purchasing www.uwo.ca/finance/travel/index.html	Travel discounts are available for University employees and more information can be found on the Travel webpage.	
All Full time Faculty Members	Business Cards	Value Graphics in Stratford (1-800-565-5345)	Please contact your departmental administrator regarding the placement order of your business cards.	
All Full time Faculty Members	WHMIS Training	Human Resources	<p>A number of health & Safety Training sessions are mandatory for faculty and staff and will vary according to your role within Western.</p> <p>WHMIS training for mandatory for ALL university employees. This includes staff, faculty, graduate students, work bursary students and volunteers.</p> <p>Full information on WHMIS training can be found at: http://www.uwo.ca/humanresources/facultystaff/h_and_s/training/training_idx.htm#5</p>	