

Faculty of Medicine, Dean's Office - NEW EMPLOYEE FORM

This form is applicable to all Dean's Office units

To Hiring Manager : Please complete this form once the employee has accepted a position within the Faculty of Medicine, Dean's Office. Completed forms must be submitted 2 weeks prior to the employee's start date. Thank you.

Hiring Supervisor's Name & email address

Request Date:

EMPLOYEE INFORMATION

Name:

Start Date:

Position Title:

Dean's Office Unit:

Appointment: Permanent/Temp/Contract/Student/Other

UBC CWL ID :

Note to Hiring Manager : for those new to UBC, it is the incoming employee's responsibility to activate their CWL ID before their first day. Email activation and FMS/HRMS access require a CWL ID.

WORKSPACE INFORMATION

Building/Site:

Office/Workstation #:

Additional Notes:

HUMAN RESOURCES

Human Resources Coordinator -

Standard Set Up:

- Create PAT (Personal Attendance Tracking) profile

UBC Employee Number:

Employee Group (e.g. CUPE 2950, M&P):

Previous UBC Department (if applicable):

Previous employee in this position:

Additional Notes:

OFFICE ADMINISTRATION & VOICE SERVICES

Reception - depending on location of new employee

(Note : Please inform the hiring manager when tasks in this section are completed)

Standard Set Up:

- Create new employee welcome package for Hiring Manager
- Create attendance record, send password and instructions
- Update photocopier address book
- Update office/workstation name sign
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Please complete the following:

Phone/Voicemail Setup (please select one):

Use existing phone ; please provide phone number and speedchart

Change subscriber name & display name

Reset VM PIN

Request new install "Basic Employee Service"; please provide speed chart

New installs at hospital sites also require the jack/port number - please enter:

Long Distance Codes (please select one only if required):

Point Grey campus only : Request new long distance code ; please provide speed chart

Hospital sites only : Enable long-distance dialing ; please provide speed chart

Additional Notes:

COMMUNICATIONS

Reception - depending on location of new employee

(Note : Please inform the hiring manager when tasks in this section are completed)

Standard Set Up:

- Add new employee to online UBC Administrative Directory and to Dean's Office Staff (IRC or Non-IRC) email distribution list

Please request the following, if applicable:

- Please see the " MedIT " page for email distribution lists.

Note to Hiring Manager:

- Please forward new employee's UBC email address when available.
- Unit is responsible MedNet contact list for own staff.

Others - please see "Notes" below.

Additional Notes:

INFORMATION TECHNOLOGY (USER ACCOUNTS / EMAIL / SHARED DRIVES ACCESS)

MedIT Service Desk (medit.servicedesk@ubc.ca)

(Note : Please inform the hiring manager when tasks in this section are completed)

Please complete the following:

UBC FASmail Account (please select one):

Note to Hiring Manager:

- Activation of email account is dependent on existence of UBC CWL ID.

Personal :

- Create new UBC email account (default is employee name e.g. john.smith@ubc.ca)
- Use existing UBC email account. Please state email address in "Notes" below.

Generic :

- Provide access to existing generic account. Please state email address in "Notes" below.
- Not needed or Other - see "Notes" below

Desktop / Laptop Asset Tag :

Monitor Asset Tag :

Network Drive access : (Either state name of drives required e.g. F,G,J,K:(dept/unit), U:(name) or Specify "Similar access to: ")

Faculty Services access (if applicable):

Note to Hiring Manager:

- If SharePoint access is requested, please specify sites required. If the site belongs to a different unit than your own, the site owner will be contacted for permission.

- Skype for Business (*A camera and headset are recommended for videoconferencing functionality. Please purchase through the MedIT Order Form - see "Purchasing" section.*)

Sharepoint

Other

Additional email distribution list to be added to:

Additional Notes:

FACILITIES - ALARM CODES AND KEYS

Facilities Manager - Eileen Koshi (eileen.koshi@ubc.ca)

(**Note** : Please inform the hiring manager when tasks in this section are completed)

Please request the following, if applicable:

Office & building keys :

Building Name:

Room(s) #:

Alarm access code for : IRC Basement IRC 3rd Floor Other - please state in Notes below.

Access card is needed - please state requirements in Notes below.

Additional Notes:

PURCHASING SERVICES

Office Coordinator (purchasing.coordinator@ubc.ca)

(**Note** : Please inform the hiring manager when tasks in this section are completed)

Please request the following, if applicable:

The "[MedIT Hardware & Software Order Form](#)" is submitted for the new employee.

The "[Voice and Data Usage Policy Employee Acknowledgement & Cost Center Approval Form](#)" is signed and submitted.

Additional Notes:

MED FINANCE

Financial Manager -

(**Note** : Please inform the hiring manager when tasks in this section are completed)

Note to Hiring Manager:

• FMS access is dependent on existence of UBC CWL ID.

Please request the following, if applicable:

Provide access to FMS and to the following P/Gs:

Provide access to payroll details for these P/Gs.

Send ledger reports and related documentation:

Add as signing authority for the following P/Gs:

Additional Notes: