



**New Faculty Checklist
2009-10**

The following is general information for new full-time academic staff to assist your initial transition to Western. This checklist is designed to complement administrative responsibilities required by your department and Faculty. It is no way complete and provides highlights to the primary administrative responsibilities that need to be completed when joining a new institution. Please contact your departmental administrator to ensure that all responsibilities specific to your unit are complete.

For additional information, please contact Scott Rumas at srumas@uwo.ca or 519-850-2915

Who	Action	Source	Notes	✓
Non-Canadian Faculty & Returning Canadians	Work Permit	Office of Faculty Recruitment & Retention (OFRR)	<p>A copy of your validated work permit must be given to your departmental administrator. Your information cannot be inputted to the University payroll and administrative system without copy of this documentation.</p> <p>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.</p>	
Non-Canadian Faculty & Returning Canadians	University Health Insurance Program (UHIP)	<p>Location: OFRR Natural Sciences Building Room 236,</p> <p>Phone: (519) 850-2915, immediately upon entering</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 Plan (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 Plan (OHIP).</p>	

		<p>Canada.</p> <p>Failure to do so after 30 days will result in a significant financial penalty.</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. <i>Non-Canadian spouses of Canadian faculty members will also need to sign up for UHIP coverage.</i> 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 Application for Landing and have been confirmed by Citizenship and Immigration Canada as having satisfied the medical requirements for landing ➤ 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</p> <p>Location: 217 York Street, 5th Floor (at Clarence)</p> <p>Hours: Mon, Tues, Thurs, Fri 8:30 am - 5:00 pm, Wed 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>Location: Human Resources, Support Services Building Room 5100.</p> <p>Phone: (519) 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 Foreign Academics, 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>	

			Failure to meet with Pensions and Benefits in a timely manner will result in a late pay.	
All New Full-time Faculty	Staff /Faculty Family Practice Clinic	<p>Location: Lower level of University Community Centre</p> <p>Application form: http://www.sffpc.uwo.ca/eligible.htm</p>	The Clinic provides health care services to University faculty and staff members and their spouses and children who do not currently have a family physician.	
Non-Canadian Faculty members	Social Insurance Number	<p>Location: Service Canada Office 457 Richmond Street (Dominion Public Building)</p> <p>Hours: 8:30 a.m. to 4:00 p.m.</p> <p>Phone: (519) 645-5944</p>	<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	<p>Location: Room 190, Stevenson-Lawson Building.</p>	<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 time Faculty Members	Keys	<p>Location: Support Services Building Room 2380</p>	<p>A key requisition from your departmental administrator and your Faculty ID card is required to pick up keys.</p> <p>Please ensure that the key requisition has been faxed to the Keys Office and that you</p>	

			have been sent a confirmation email that your keys have been prepared for pick up.	
All Full time Faculty Members	Parking	Location: Support Services Building Room 4150	More information on parking locations, rates and applications can be found at www.uwo.ca/parking .	
All Full time Faculty Members	Health & Safety	Location: Support Services Building Room 4190	You can collect safety glasses and forms for prescription safety glasses from the OHS office. You can register for the OHS training that you are required to take on the OHS website. WHMIS training is available on WebCT OWL, you will need your computer username to access this. http://www.uwo.ca/humanresources/facultystaff/h_and_s/h_and_s_index.htm	
All Full time Faculty Members	Rehabilitation Services	Location: Support Services Building Room 4159	Information on work accommodations and ergonomics assessments. http://www.uwo.ca/humanresources/facultystaff/h_and_s/rehab/rehab_index.htm	
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	Travel discounts are available for University employees and more information can be found on the Travel webpage. www.uwo.ca/finance/travel/index.html	
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.	