

Auxiliary Information for New Hires

- Human Resources (HR) will confirm the details of your placement by phone and email.
- During placements, dual reporting is required when absent from work. If you are ill and unable to come to work, please advise your Manager and HR specifying the nature of your absence.
- Please complete [Payroll forms](#) (i.e. federal and provincial tax forms and direct deposit) and return to your Supervisor on the first day of your placement. Timesheets for each pay period will be completed by your Supervisor on your behalf.
- Please visit Human Resources during your first week to pick up your employment letter, auxiliary ID card, and to sign the Employee Confidentiality Agreement and BCGEU Assignment of Wages.
- You will need a CWL login to access your personal information through the self-service portal (i.e. pay stub, T4s). Your Department or Human Resources will provide this to you during your first week of work.
- Please notify Human Resources of any changes in your availability during your time on the auxiliary list (e.g. leave of absence for vacation time). If you are offered an auxiliary position where the work is reasonably similar in content to that performed during previous auxiliary appointments, provided you are given 23 hours' notice and the offer is within a six month period, your refusal to accept the auxiliary position will count as 'first refusal' and a letter will be sent to your home address notifying you. Auxiliary employees are given three (3) rights of refusal. After three (3) rights of refusals, you will lose your seniority rights and will be removed from the BCGEU auxiliary list.
- **Helpful Links:** [Parking Services](#) [Campus Map](#) [UBC Okanagan](#) [UBCO Human Resources](#)

Other Information:

- For all corresponding appointments longer than 10 days, HR will send a reappointment letter or a copy of the form for your records.
- Employees on auxiliary appointments shall be eligible to accumulate seniority upon the completion of 30 working days with the University (210 hours) and can lose their seniority rights if there is a break of more than five consecutive months in between appointments.
- After 66 days of accumulated service (462 hours), BCGEU employees on auxiliary appointments who maintain a minimum of 17.5 hours per week are entitled to enrol in basic benefits. Please visit the [benefit website](#) for further details on eligibility, forms and enrolment.
- Employees on auxiliary appointments who have 66 full days of full-time equivalent service (462 hours), will accrue 1 ¼ days sick days per month if worked at least 11 days (77 hours) in the month. If you have any questions or concerns at any time during your placement, please do not hesitate to contact Human Resources (Ashley Bloor at ashley.bloor@ubc.ca, 250-807-8833 or Alana Jordan alana.jordan@ubc.ca, 250-807-9819).