

# Auxiliary Checklist

## Request an Auxiliary Employee:

Send a completed <b>Auxiliary Request Form</b> electronically to Human Resources.	<input type="checkbox"/>
HR will email the details of your auxiliary employee once the placement has been confirmed.	<input type="checkbox"/>

## Set Up Procedures:

Complete an ePAF (you will need Employee ID, SIN and Date of Birth, which you can obtain by contacting Human Resources. Please attach the Auxiliary Request Form to ePAF.	<input type="checkbox"/>
If your auxiliary is new to UBC, they will have already been sent payroll and tax forms and have been asked to submit them to you on the first day – please ensure these forms are attached to your ePAF.	<input type="checkbox"/>
Please remember to complete <b>timesheets</b> twice a month (these will be sent automatically once an ePAF is completed). See <a href="#">Hourly Timesheet Cut-off Schedule</a> for dates and times. If you do not receive a timesheet by the cut-off date please manually fill one out.	<input type="checkbox"/>
All auxiliaries have dual reporting around absenteeism. HR tracks sick leave accruals for all auxiliaries and will inform you if your auxiliary has accumulated sick leave time. Please refer to the BCGEU Collective Agreement or the Executive Administrative Staff handbook regarding sick leave usage.	<input type="checkbox"/>
If setting up access on UBC systems (i.e. HRMS, FMS, Position Management, ePAF, eRecruit, or Hyperion), please ensure the end date is included or access is cancelled once the appointment ends.	<input type="checkbox"/>

## Once the Employee Arrives:

Review job description with auxiliary to ensure a clear understanding of expectations.	<input type="checkbox"/>
Review the department's role at UBC and the organizational structure.	<input type="checkbox"/>
Discuss the department's work norms (i.e. working hours, breaks, sick time, vacation, statutory holidays, etc).	<input type="checkbox"/>
Explain departmental and relevant UBC policies and procedures.	<input type="checkbox"/>
Complete and send an <b>Auxiliary Performance Appraisal</b> to Human Resources before the end of the appointment.	<input type="checkbox"/>