

How to Electronically Sign the BCGEU Membership Application Form

Step 1: Open the link from your onboarding task in Workday

- A. Sign in to **Workday** with your **CWL credentials**
- B. From your **inbox**, click on the **Membership in BCGEU** task (**Note:** you may have to complete other onboarding tasks first, before this task is available)
- C. Click on the applicable **link** to open the BCGEU Membership Application form (either regular, ongoing or auxiliary/term [including student positions])

Welcome to the University of British Columbia's Okanagan campus! With a workforce of over 16,000 individuals, UBC is organized into a number of staff and faculty employee groups.

Your employment requires membership in the B.C. Government and Service Employees' Union (BCGEU).

Please fill out the applicable BCGEU Membership Application form below:

- For regular, ongoing positions use this form: <https://hr.ok.ubc.ca/wp-content/uploads/sites/71/2020/03/BCGEU-Membership-Application-Card-Reg.pdf>
- For auxiliary or term positions with an end date (including student positions), use this form: <https://hr.ok.ubc.ca/wp-content/uploads/sites/71/2020/03/BCGEU-Membership-Application-Card-Temp-Aux.pdf>

Instructions:

1. Complete this online form, then print and sign.
2. Send the original copy to your Faculty or Department Assistant/Administrator.

Note: Form with applicant's original signature and email address is required (scanned, copied or faxed forms are not accepted).

Membership in BCGEU Workday Task

Step 2: Download the PDF form to your computer

- D. Clicking on the link will open the form in an internet browser
- E. Click on the **Download** button at the top right of the screen

The screenshot shows a web browser window displaying a PDF form titled "BCGEU-Membership-Application-Card-Reg.pdf". The browser's address bar shows the URL "hr.ok.ubc.ca/wp-content/uploads/bership-Application-Card-Reg.pdf". The form itself is titled "MEMBERSHIP APPLICATION" and is divided into two main sections: "PERSONAL INFO" and "WORK INFO".

PERSONAL INFO

LEGAL LAST NAME (PLEASE PRINT) _____

FIRST NAME OR INITIALS (PLEASE PRINT) _____

PREFERRED NAME, if different from above _____

DATE OF BIRTH (MMM DD, YYYY) _____

MALE FEMALE _____

HOME ADDRESS _____

CITY _____ POSTAL CODE _____

WORK INFO

EMPLOYER/MINISTRY _____

DEPARTMENT/BRANCH _____

JOB START DATE (MMM DD, YYYY) _____

WORK ADDRESS _____

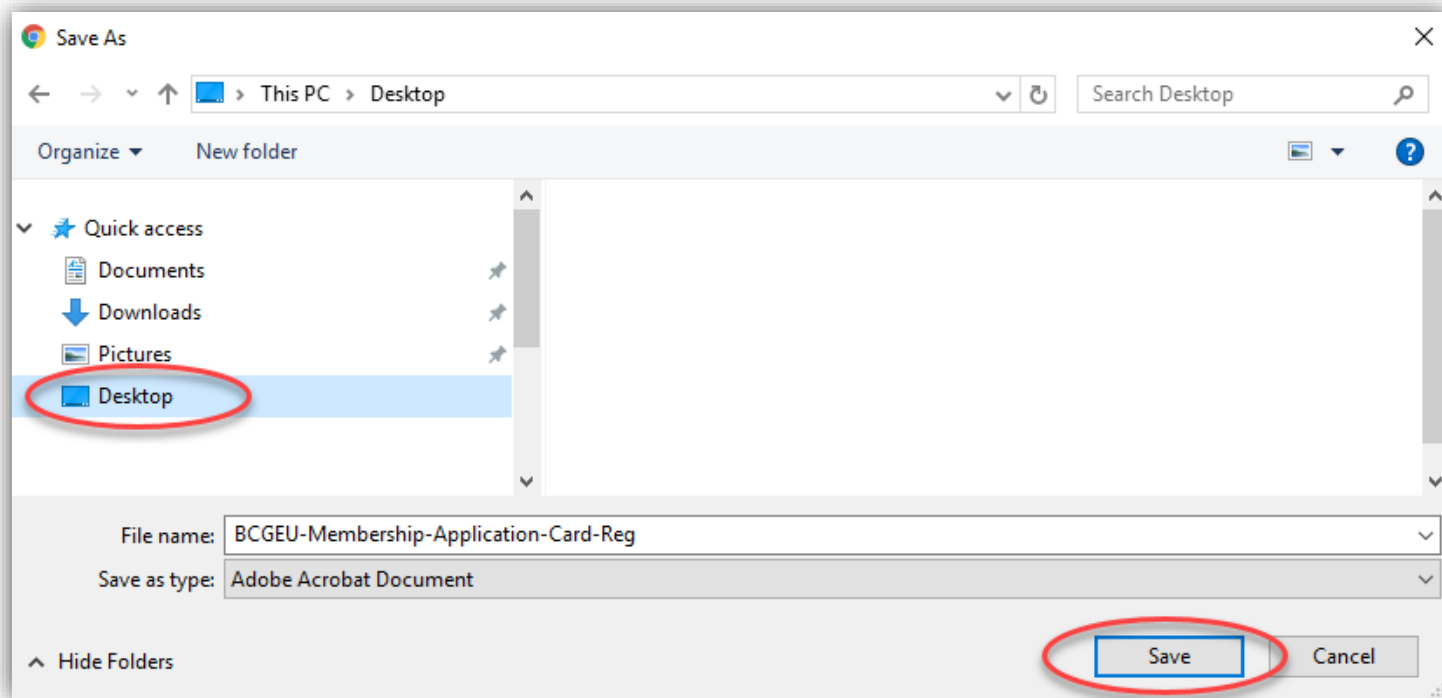
CITY _____ POSTAL CODE _____

WORK PHONE _____

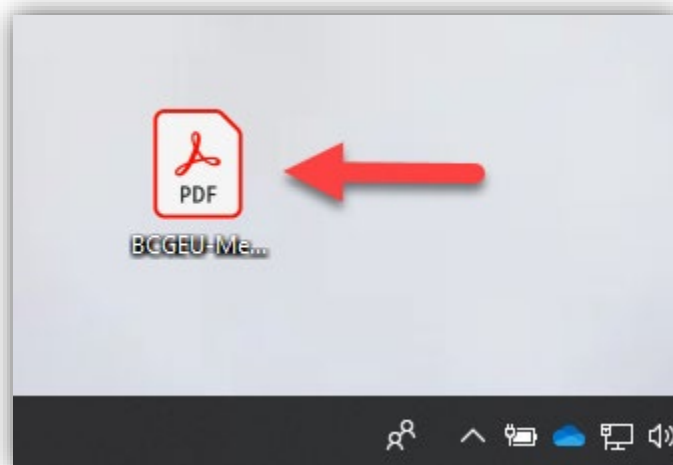
WORK E-MAIL _____

A red circle highlights the download icon in the browser's top right corner, with a red arrow pointing to it.

F. **Save** the form to your **Desktop**



- G. Open the form saved on your desktop with **Adobe Acrobat Reader** (this is a free program to read PDF files, download it to your computer here: <https://get.adobe.com/reader/>)



Step 3: Fill in and sign the form

H. Click into the fields and type in your information

The screenshot shows the Adobe Acrobat Reader interface with a PDF document titled "BCGEU-Membership-Application-Card-Reg.pdf". The document is a membership application form for the B.C. Government and Service Employees' Union. The form is divided into two main sections: "PERSONAL INFO" and "WORK INFO".

PERSONAL INFO:

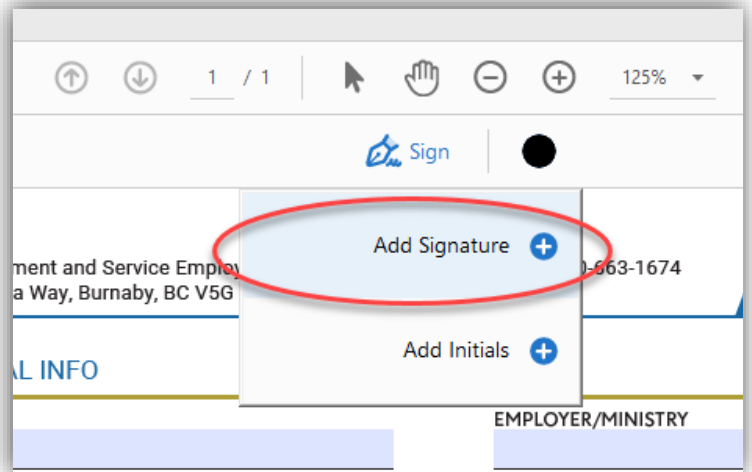
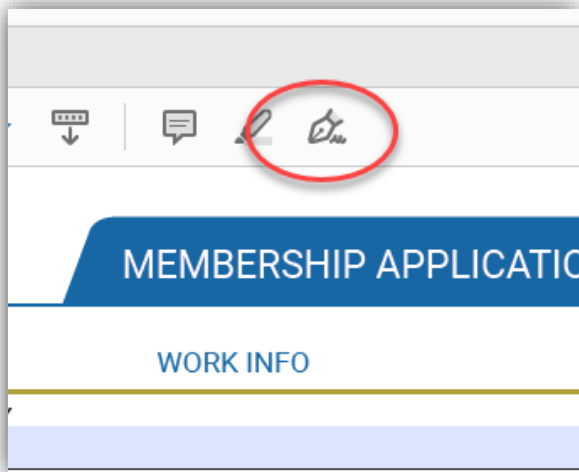
- LEGAL LAST NAME (PLEASE PRINT)
- FIRST NAME OR INITIALS (PLEASE PRINT)
- PREFERRED NAME, if different from above
- DATE OF BIRTH (MMM DD, YYYY)
- Gender selection: MALE FEMALE
- HOME ADDRESS

WORK INFO:

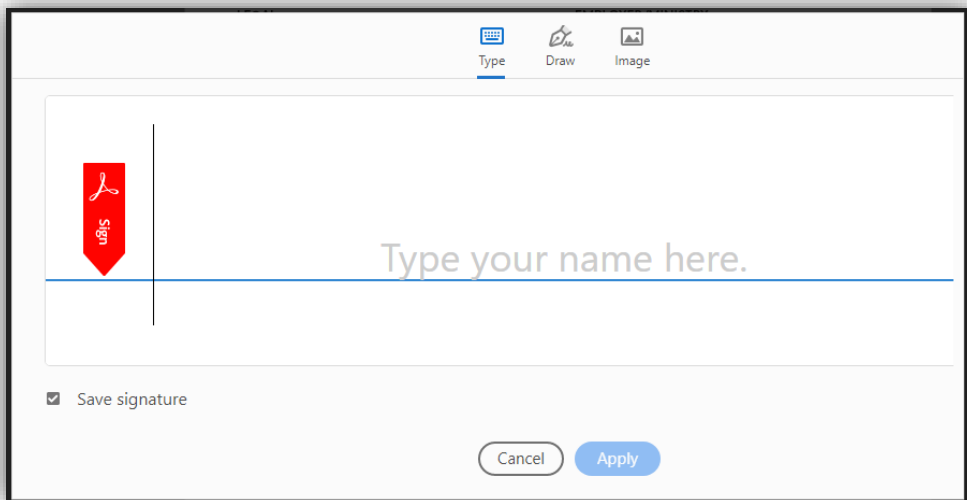
- EMPLOYER/MINISTRY
- DEPARTMENT/BRANCH
- JOB START DATE (MMM DD, YYYY)
- WORK ADDRESS
- CITY
- POSTAL CODE
- WORK PHONE

The form is currently blank, with only the headers and labels visible. The Adobe Acrobat Reader toolbar is visible at the top, showing various navigation and editing tools.

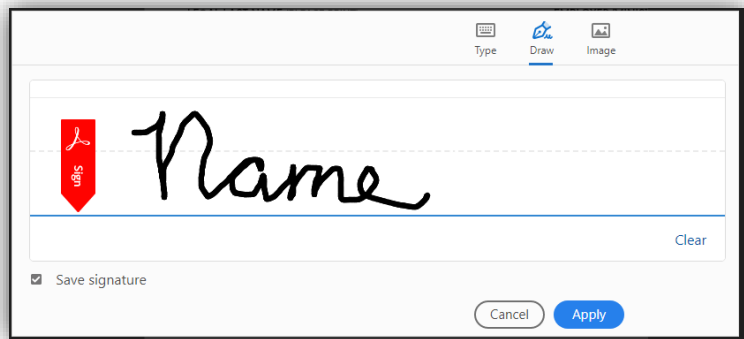
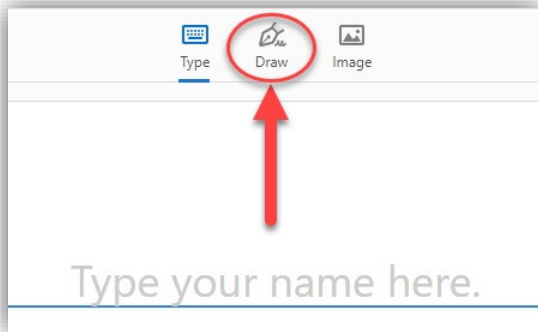
I. Once complete, click on the **Pen icon** and **Add Signature**



J. Type your name in the box **OR**



K. Click on the **Draw** icon to use your mouse to draw a signature



L. Once complete, click **Apply**

M. Click on the form to place your signature under **Signature of Applicant**

N. **Save** the file

Step 4: Email the completed form

O. Send the complete and signed form as an email attachment to your **Faculty or Department Administrator** and to **BCGEU Chairperson, Karen Whitehouse** (karen.whitehouse@ubc.ca)

P. Back in **Workday**, click **Submit** on the Membership in BCGEU task to mark it as complete



Be sure to complete **all** onboarding tasks in Workday to ensure your pay is correct and your information is complete!