



Centre for
Heart Lung Innovation
UBC and St. Paul's Hospital

Welcome to the Centre for Heart Lung Innovation!

Please see the “**New Hires**” page in the HR section of the intranet.
All required forms can be found there and must be completed and returned to **Kelly** or **Chris** in a timely manner in order to get paid.

1. Forms to be completed by employee

- Personal Data Form, TD1, TD1BC, Payroll Direct Deposit Form
- Photocopy of your SIN card & VISA/work permit if applicable
- A copy of your resume/CV

2. ID Badge

- Complete the PHCRI Photo ID form and return to HR. Once completed, HR can take a picture for the ID Badge and print it on site at HLI. (Photo ID hours: Tuesday 9:00am to 11:00am, Wednesday 1:00pm to 3:00pm, Thursday 9:00am to 11:00am)

3. Computer Account

- Read and understand the applicable Policies (see intranet)
- Sign and have your PI witness, and return the two agreements to HR

4. New Faces

- E-mail HR a brief Bio (approx. 100 words) introducing yourself to the Centre
- See Dean from Imaging to have your photo taken, if not already taken at Orientation (3B Room 380); Call x 62094 to book appointment

5. Campus Wide Login (CWL)

- We will send you an ID number and PIN for you to sign up to CWL (cwl.ubc.ca) to access your paystub

6. UBC Courses

- Complete the required UBC Safety courses (see your Lab Manager or Safety Coordinator)
- Complete the UBC Bullying & Harassment course
- Provide copies of your certificates to your lab manager and Human Resources

7. Orientation

- Date: _____ Time: _____ Location: _____

Please contact us with any questions.

Kelly Ceron
Human Resources Manager
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Chris Robinson
Human Resources Coordinator
local 62859, Chris.Robinson@hli.ubc.ca

We are located offsite at 10th Floor, Hornby Site (1190 Hornby St).

