



Benefits enrolment guide

As a new employee at UBC, you and your dependents may be eligible for a number of benefits plans to support your physical health, mental health and wellbeing.

Preparing for your benefits enrolment

To get started, please review information about your eligibility and plan costs. Your benefits coverage and effective dates depend on your employee group and appointment type.

- Review the [Eligibility and Plan cost](#) page, navigate to the list of employee groups, and find your specific employee group (for example, CUPE 2950, Management and Professional, Faculty or IUOE 115). You can find your employee group on your [employment agreement](#).
- Review the [Benefits Tree](#) for an overview of your UBC benefits.

Please note you can start and complete your enrolment before you officially start with UBC. Enrolling early means you can focus on your other important onboarding tasks when you officially begin your employment with UBC.

Before you start, make sure you have the following information

Once you have understood your benefits package, you will need the following:

- You need a Campus-Wide Login – also known as the CWL
 - Don't have a CWL? Please contact your hiring manager
- Complete your onboarding tasks in Workday: payment elections (banking information for direct deposit), personal and contact information, and add/edit your Government IDs
 - See [Onboarding in Workday](#) – you will need your CWL
- If you have a spouse and/or dependents you will need their full legal names, dates of birth, and address information.
- Your Social Insurance Number (SIN):** To apply for optional life insurance, you will also need the SIN for your spouse.
- Your Personal Health Number (PHN):** This is found on your BC Services Card, and must be entered in your Workday profile before you can enrol in your extended health benefits
 - You must also provide a PHN for your spouse and dependents
 - A valid PHN under another Canadian provincial plan will also be accepted
 - If you do not have a PHN, you will be unable to enrol in your Extended Health Benefits until you are issued a PHN
 - Find out more on our [Medical Services Plan page](#), including information about additional coverage.

❑ Complete the benefits enrolment task in Workday

[Sign in to Workday to get started.](#)

After you have completed your onboarding tasks you should have a new task in your Workday inbox: **Benefit Elections task.**

You are not automatically enrolled for all benefits. The Workday system will determine the benefits you are eligible for based on your appointment details and age at the date of hire. You can choose to elect or waive some benefit plans and also add your dependents and beneficiaries. You are unable to Waive plans that are mandatory.

For step-by-step instructions see [Enrol in Benefits & Pension \(New Hires\)](#) or you can also view our [Benefits enrolment how-to video](#) (CWL required), this 15-minute video can guide you through the Workday process with on-screen prompts and additional explanations.

Additional resources

These Workday resources should help you with the most common enrolment questions:

- [Enrol in Extended Health Benefits](#) (Knowledge Base Article)
- [Enrol in, Waive or Add/Remove Dependent from Health Benefits](#) (Knowledge Base Article)
- [View My Benefits](#) (Knowledge Base Article)

❑ Sign up to Sun Life

After you have completed your benefits enrolment task your coverage will proceed on the date you start your new role. By the end of your first week at UBC, you will be able to create a profile with our benefits provider Sun Life. Create your profile by registering via the Sun Life [web portal](#).

Once you have access to Sun Life, you'll be able to sign up for direct deposit, submit claims, and view details about your benefits — including a downloadable card with all your benefits information. Visit the [After you enrol in benefits page](#) to learn about next steps, including signing up to PharmaCare.

❑ Attend a benefits information session

Consider attending a benefits information session to learn more about your benefits coverage, the Employee & Family Assistance Program, and get support directly from our benefits specialists. [Take a look at these two sessions on our Workplace Learning Ecosystem \(CWL required\).](#)

❑ Learn more about mental health supports and resources

At UBC, mental health is a priority. Now that you have completed your benefits enrolment you can now explore some of the mental health supports and resources available to you and your family. [Visit the Mental Health page on the HR website for more information.](#)

Need help?

For questions about your eligibility or benefits coverage, visit hr.ubc.ca/benefits, or connect with a [benefits specialist](#). For Workday support, submit a request through [the UBC Self Service Portal](#).