



The following document provides a broad overview of administrative tasks that need to be completed by newly hired Faculty members. It is designed to supplement material provided by individual departments and Faculties.

For additional information, please contact the Office of Faculty Recruitment and Retention at [facrec@uwo.ca](mailto:facrec@uwo.ca).

|                             |                          |                             |                         |
|-----------------------------|--------------------------|-----------------------------|-------------------------|
| Work Permits                | Pension and Benefits/Pay |                             |                         |
| Social Insurance Numbers    | Western ID card          |                             |                         |
| University Health Insurance | Western Email            | Staff/Faculty Family Clinic | Research (ROLA Access)  |
| Ontario Health Insurance    |                          | Parking                     | Graduate Supervision    |
|                             |                          | Keys                        | Financial Resources     |
|                             |                          | Moving Reimbursements       | Information Technology  |
|                             |                          | Health and Safety           | Teaching Support Centre |
|                             |                          |                             | Bookstore Ordering      |
|                             |                          |                             | University Libraries    |
|                             |                          |                             | Western Office Supplies |
|                             |                          |                             | OWL                     |

Foreign Faculty  
Members

Work Permit

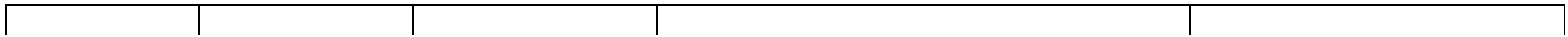
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Please provide a copy of your work permit to your departmental administrator as well as Jennifer Holburn at [jennifer.holburn@uwo](mailto:jennifer.holburn@uwo). 377.4h001 Tw 2 377.0 (ur)[e a]1 ( 16 (a001 Tw [J]-6 2 37

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| <p>Foreign Faculty Members &amp; Returning Canadians</p> | <p><a href="#">Ontario Health Insurance Program (OHIP)</a></p> | <p>Ministry of Health<br/>100 Dundas Street<br/>(Enter at Talbot Street)</p> <p>Hours:<br/>M, T, W, T, F<br/>8:30 a.m. to 5:00 p.m.</p> | <p>Currently, there is no 3-month waiting period for OHIP. Foreign nationals who hold an active appointment at Western University and a work permit are eligible for OHIP immediately upon the start of their employment and the issuance of the work permit.</p> <p>Provides for treatment and care in Ontario hospitals, standard ward hospital accommodation and physician visits. An Ontario Health Premium is part of the calculation of your income tax.</p> <p>Information on OHIP and the document checklist can be found at the following site: <a href="#">Apply for OHIP and get a health card   Ontario.ca</a></p> | <p>You will be required to demonstrate proof of (1) Canadian Citizenship or OHIP Eligibility (e.g. work permit)<br/>(2) Proof of Ontario residency (e.g. Ontario driver's license, lease/mortgage papers)<br/>(3) Proof of identity (passport)</p> |
| <p>Foreign Faculty Members &amp; Returning Canadians</p> | <p><a href="#">Ontario Driver's License</a></p>                | <p>London DriveTest Centre was 4380 Wellington Rd. S.,</p>  | <p>New residents of Ontario are required to apply for an Ontario Driver's License after the 60 day grace period.</p> <p>More information on obtaining your Ontario driver's license can be found at: <a href="#">Exchange an out-of-</a></p>   |  |

Before your first pay is issued by Western, all new academic staff must meet with a pension and benefit consultant. During your initial meeting, the following items will be discussed:

- Manulife medical plans
- Sick leave and long term disability plans
- Group life insurance plan
- Western Pension Plan and allocation of funds
- Tuition Dependent Scholarship Program
- Employee and Family Assistance program
- Health Care Spending Account
- MyHR



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|-------------------------|--|--|---|--|
| All new Faculty Members | <a href="#">Staff/Faculty Family Practice Clinic</a> | Lower level of University Community Centre | This clinic provides health care services to Full Time University faculty and staff members and children who do not currently have a family physician   | (1) Faculty ID number  |
| All new Faculty Members | <a href="#">Western ONECard</a>                      | Western Student Services (WSS) Room 11220  | All Academic Staff require a Faculty ID card. This card provides access to buildings and parking as well as proof of your status at Western.  | (1) Faculty ID Number<br>(2) Piece of photo Identification             |
| All new Faculty Members | <a href="#">Parking</a>                              | Support Services Building (SSB) Room 4150  | A permit is required to park in designated lots for staff and faculty. Staff and faculty lots require gray or orange permits depending on the lot and location requested. Payment and lot information can be found on the <a href="#">parking website</a> . | (1) Make/Model of car<br>License plate number<br>(2) Faculty ID number |
| All new Faculty Members | <a href="#">Keys</a>                                 | Support Services Building (SSB) Room 4150  | Keys are managed by Facilities and all key requests are made online through the following website:<br><a href="#">Key Requests - Facilities Management - Western University (uwo.ca)</a>  | Faculty ID Card  |
| All new Faculty Members | <a href="#">Moving Reimbursements</a>                | Departmental Administrator                 | In accordance with the allowance stipulated in your letter of appointment, original receipts for travel and accommodations for the move to London should be submitted via a travel expense report to the Departmental administrator.                        | (1) Faculty ID number<br>(2) Username & password                       |

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|-------------------------|-----------------------|-----|--|------------------------------|
| All new Faculty Members | <a href="#">Email</a> | ITS | Western uses Microsoft Office 365. Confirmation of your username and password will be sent to you in care of your department. Be sure to activate your account through the <a href="#">WTS website</a> . To activate your account, you must know your username and password assigned by ITS and sign off on the acceptable use policy. | (1) Username<br>(2) Password |
|-------------------------|-----------------------|-----|--|------------------------------|

The information

