



## NEW FACULTY CHECKLIST - 2016

### UPON YOUR ARRIVAL IN TORONTO

#### Faculty Relocation Service



If you didn't have the opportunity to meet with the [Faculty Relocation Service](http://www.facultyrelocation.utoronto.ca/) <http://www.facultyrelocation.utoronto.ca/> or Family Care Office during your initial visit to the University, please contact [faculty.support@utoronto.ca](mailto:faculty.support@utoronto.ca) (416 978 0951) to arrange a meeting.


They can provide information on:

- Moving services
- Housing
- Faculty and Staff Housing Loan Program
- Banking Services

#### Apply for a Social Insurance Number (SIN)

It is **mandatory** that you apply for a Social Insurance Number upon your arrival in Canada. Without this, we will be unable to process your salary and benefits. The SIN is a nine-digit number used in the administration of various Canadian government programs. You will require a SIN to work in Canada or to receive government benefits.

- Upon your arrival from another country, you should immediately apply at any Service Canada Office <http://www.servicecanada.gc.ca> for your Social Insurance Number.
- Please take along your passport with your work permit and letter of offer (the documents must be originals).
- For additional information and an application form, please visit the following website <http://www.servicecanada.gc.ca/eng/sin/forms.shtml>
- Once you receive proof of your SIN, you must submit the information to your Business Officer.

<p><b>Apply for the Ontario Health Insurance Plan</b></p>	
<p>The Provincial Ontario Health Insurance Plan (OHIP) provides for treatment and care in Ontario hospitals, standard ward accommodation, and doctor visits. An Ontario health premium cost is part of the calculation of your income tax withheld in each monthly pay. On your arrival from another country or province, you must immediately apply at the nearest OHIP office. There will be a <b>3 month waiting period</b> from the date of your work permit (non-resident) or from the date you applied for OHIP if you are a Canadian Citizen. You will purchase the University Health Insurance Program to cover you and your family during the 3 month waiting period (<a href="#">see below</a>).</p> <ul style="list-style-type: none"> <li>➤ For detailed information about OHIP eligibility, including the enrollment of family members, telephone the Ministry Info line at 416-314-5518 or visit <a href="http://www.health.gov.on.ca">www.health.gov.on.ca</a>.</li> <li>➤ On your arrival at the OHIP office, you will need to provide one document from each of the following lists: (for additional information on Ontario Health Coverage Document List, please refer to <a href="#">the Ontario Health coverage document list</a>).</li> <li>➤ Examples of Proof of Citizenship/Eligible Status: <ul style="list-style-type: none"> <li>○ Documentation (e.g. letter of offer) confirming full-time employment in Ontario</li> <li>○ Birth certificate from a Canadian province or</li> <li>○ Valid Canadian passport or</li> <li>○ Work permit</li> </ul> </li> <li>➤ Examples of Proof of Residency: <ul style="list-style-type: none"> <li>○ Housing insurance policy, or lease agreement, or utility bill,</li> <li>○ Ontario driver’s license, or</li> <li>○ Monthly mailed bank account statements</li> </ul> </li> <li>➤ Examples of Support of Identity: <ul style="list-style-type: none"> <li>○ Certificate of Canadian citizenship, or</li> <li>○ Credit card, or passport</li> </ul> </li> </ul>	
<p><b>Apply for University Health Insurance Plan (UHIP)</b></p>	
<p>While serving the 3 month waiting period for OHIP, it is <b>mandatory</b> that you apply for UHIP. This is a program comparable to OHIP for you and your dependents. For complete details of this health plan, please refer to the website at: <a href="http://www.uhip.ca">www.uhip.ca</a>.</p> <ul style="list-style-type: none"> <li>➤ You must apply for UHIP coverage upon your arrival in Toronto by contacting your Benefits Officer at your divisional Human Resources Office (<a href="#">see below</a>).</li> <li>➤ The cost for UHIP can be found here: <a href="http://www.uhip.ca/uploads/en_PremiumTable.htm">http://www.uhip.ca/uploads/en_PremiumTable.htm</a>. Fees are payable to the University by a money order or certified cheque.</li> </ul>	

<p><b>Banking</b></p>	
<p>For your convenience the University has arranged for comprehensive and highly personalized banking services to be made available to new faculty on an optional basis through the Canadian Imperial Bank of Commerce (CIBC), Main Branch Commerce Court West. The features of this service include:</p> <ul style="list-style-type: none"> <li>➤ Opening bank accounts prior to arrival in Toronto,</li> <li>➤ Transfer of funds from outside the country and conversion to Canadian currency</li> <li>➤ Access to electronic banking</li> <li>➤ Mortgage assistance</li> <li>➤ Competitive loan rates for personal and new car loans</li> <li>➤ Visa Credit Card applications (subject to approval) and debit cards</li> </ul> <p>Newly appointed faculty can take advantage of this arrangement with the CIBC Main Branch Commerce Court West, 199 Bay St. by contacting our CIBC Senior Financial Rep., Saurretta Moate at 416-304-2244 / <a href="mailto:saurretta.moate@cibc.com">saurretta.moate@cibc.com</a>, or fax: 416-980-2472. You may also contact our CIBC Senior Financial Rep., Jayoti Kanjilal at 416-980-3607 / <a href="mailto:jayoti.kanjilal@cibc.com">jayoti.kanjilal@cibc.com</a>. On-campus appointments can be arranged.</p> <p><b><u>Please note the above program is optional. Faculty members may choose to bank with the financial institution of their choice.</u></b></p> <p>To open a bank account, you may be required to provide the following documentation:</p> <ul style="list-style-type: none"> <li>➤ Passport</li> <li>➤ Work permit</li> <li>➤ Letter of offer</li> <li>➤ Proof of residency</li> <li>➤ An identification card showing your signature.</li> </ul>	
<p><b>Immigration</b></p>	
<p>For information on immigration issues please contact <a href="mailto:faculty.immigration@utoronto.ca">faculty.immigration@utoronto.ca</a></p>	
<p><b>Childcare</b></p>	
<p>Child care should be arranged in advance of your arrival, and as soon as you accept an offer. For information on child care options, please contact the Family Care Office at <a href="mailto:family.care@utoronto.ca">family.care@utoronto.ca</a></p>	

## UPON YOUR ARRIVAL AT THE UNIVERSITY OF TORONTO

### Getting Paid



#### Meet with your Departmental Chair and Business Officer to discuss:


- In order to receive your monthly salary, you should provide a copy of your Work Permit to your Business Officer upon your arrival into Canada.
- Under Revenue Canada regulations, you are required to provide to provide a Social Insurance Number (SIN) to your Business Officer See [above](#) if you need information regarding the application of a Social Insurance Number.
- Your salary will be deposited to your bank account on the 28<sup>th</sup> of each month, or the last working day before the 28th. For direct deposit, you must open an account at one of the local banks and ask the bank to provide you with cheques of your account information. You then provide a blank cheque marked 'void' to your Business Officer.
- Please complete the "Personal Tax Credits Return' forms – Federal and Provincial" and submit them to your Business Officer.
- For additional information, please refer to the Revenue Canada Agency's website at: <http://www.cra-arc.gc.ca/forms/> For additional information on international tax issues, you may also refer to the website at: <http://www.cra-arc.gc.ca/international/>

### Benefits


Meet with your Benefits Officer through your Human Resources Office.

General information at: <http://www.hrandequity.utoronto.ca/faculty-librarians/benefits.htm>

- University Health Insurance Plan and Ontario Health Insurance Plan
- Green Shield medical plans
- Sick leave and long term disability
- University of Toronto pension plan
- Tuition Waiver for staff and Dependent Scholarship programs
- Childcare benefit plan
- Employee and Family Assistance Plan

<b>Other Topics for Discussion with the Business Officer</b>	
University of Toronto <b>Library Card</b> <a href="http://discover.library.utoronto.ca/faculty-staff/services">http://discover.library.utoronto.ca/faculty-staff/services</a>	
<b>T-Card and Email</b> address <a href="http://www.hrandequity.utoronto.ca/new/email.htm">http://www.hrandequity.utoronto.ca/new/email.htm</a>	
Office space, lab space, computer equipment	
Vendors and purchasing: Details of contracted vendors (for computer/office/lab equipment, cellphones, travel, etc.) can be found here: <a href="http://www.procurement.utoronto.ca/vendors/contracted_vendors.cfm">http://www.procurement.utoronto.ca/vendors/contracted_vendors.cfm</a>	
Corporate credit cards for: <ul style="list-style-type: none"> <li>➤ Travel: <a href="http://www.procurement.utoronto.ca/how_to/travel_card.cfm">http://www.procurement.utoronto.ca/how_to/travel_card.cfm</a></li> <li>➤ Purchasing: <a href="http://www.procurement.utoronto.ca/how_to/pcard.cfm">http://www.procurement.utoronto.ca/how_to/pcard.cfm</a></li> </ul>	
<b>Parking</b> <a href="http://www.fs.utoronto.ca/parking.htm">http://www.fs.utoronto.ca/parking.htm</a>	

## TEACHING AND RESEARCH

<b>Research</b>	
<p>Details of many of the services provided by the Office of the Vice President Research can be accessed at <a href="http://www.research.utoronto.ca">www.research.utoronto.ca</a> Including Start-up funds, access to <a href="#">My Research Online</a> and relevant grant deadlines and submission information.</p>	
<b>Teaching</b>	
<ul style="list-style-type: none"> <li>➤ Centre for Teaching Support and Innovation at St. George <a href="http://www.teaching.utoronto.ca/">http://www.teaching.utoronto.ca/</a></li> <li>➤ UTSC Centre for Teaching and Learning <a href="http://ctl.utsct.utoronto.ca">http://ctl.utsct.utoronto.ca</a></li> <li>➤ UTM Robert Gillespie Academic Skills Centre <a href="http://www.utm.utoronto.ca/asc/">http://www.utm.utoronto.ca/asc/</a></li> </ul>	
<b>Blackboard Learning Management System</b>	
<ul style="list-style-type: none"> <li>➤ Details of Blackboard <a href="http://www.portalinfo.utoronto.ca/">http://www.portalinfo.utoronto.ca/</a></li> <li>➤ Access Blackboard at <a href="http://portal.utoronto.ca/">http://portal.utoronto.ca/</a></li> </ul>	
<b>Copyright</b>	
<p>The University of Toronto places a high degree of importance on diligent compliance with copyright law through managing our licensed materials, assisting faculty in understanding and operating within our fair dealing guidelines, and securing transactional licenses where necessary.</p> <p>If you have any questions about copyright and copyright compliance, please contact <a href="mailto:copyright@library.utoronto.ca">copyright@library.utoronto.ca</a> or visit <a href="http://onerearch.library.utoronto.ca/copyright/home">http://onerearch.library.utoronto.ca/copyright/home</a></p>	
<b>Textbooks and Coursepacks</b>	
<p>Textbooks can be ordered through the bookstores:</p> <ul style="list-style-type: none"> <li>➤ UTSC/St George - <a href="http://www.uoftbookstore.com/online/">http://www.uoftbookstore.com/online/</a></li> <li>➤ UTM - <a href="http://www.uoftbookstore.com/online/utmbookstore.ihtml">http://www.uoftbookstore.com/online/utmbookstore.ihtml</a></li> </ul> <p>Coursepack ordering:</p> <ul style="list-style-type: none"> <li>➤ UTM and St. George through Canadian Scholars' Press Inc. (CSPI) at <a href="http://www.coursepack.ca">www.coursepack.ca</a>, 416 929 2774 x25/ <a href="mailto:info@coursepack.ca">info@coursepack.ca</a></li> <li>➤ UTSC through the Custom Copying Services: <a href="http://www.utsct.utoronto.ca/~printing/photocopy.html#course">http://www.utsct.utoronto.ca/~printing/photocopy.html#course</a></li> </ul>	