

How to Enrol in your Benefits Programs

For new UBC faculty and staff, follow these easy steps to ensure you are properly enrolled in your benefits programs:

1. Review your benefits information and associated costs based on your employment group on our [website at www.hr.ubc.ca/benefits/eligibility](http://www.hr.ubc.ca/benefits/eligibility)

2. Obtain the Benefits Enrolment Code from your letter of employment

The Benefits Enrolment Code starts with either SEP or FEP and was set-up to capture the benefits you are eligible for based on your appointment type.

Haven't received your offer letter or letter of employment? Contact the HR Service Centre or speak to your supervisor in your Department or Faculty.

3. Go to www.hr.ubc.ca/benefits/enrolling to fill in your benefit forms online

Make sure your computer has access to a printer. You'll be asked to print the forms and sign at the end of the session and forward paper copies to Financial Services for processing.

Detailed information on the online system can be found off our website at www.hr.ubc.ca/new_UBC/instructions

4. Your enrolment and payroll forms will be processed by Financial Services

You will not receive confirmation that your forms have been processed, however at any point in time you may log in to the UBC Faculty and Staff Self-Service portal at www.msp.ubc.ca to check on the status of your enrollment and review your direct deposit information.

You will need your 7-digit UBC employee ID to create your Campus Wide Login (CWL) standard account in order to log in to the site (instructions are found on the portal)*.

5. If you are enrolling in Extended Health/Dental Care, make note of your Sun Life Numbers

UBC Group/Policy/Contract Number: **25205**

Certificate Number/Member ID: **Your 7-digit UBC employee ID number***

*Obtain your UBC employee ID number from the Administrator in your Faculty/Department.

You will need these numbers when submitting claims for Extended Health and Dental Care. If your Dentist submits claims electronically on your behalf, please inform your dental office of the numbers above.

If you have enrolled in the Extended Health benefit plan, you will receive a Sun Life pay-direct drug card for prescription drug purchases. This card will be sent to your home address in approximately 3-4 weeks. If you have coverage for more than one dependent, you will be issued two cards in your name, as you are the primary plan member. No other identification cards will be issued; however, once you sign-up for Sun Life's plan member services, you can download a personalized coverage card. **Sun Life Member Site:** www.sunlife.ca/member

6. Notify Sun Life of your Fair PharmaCare registration number

When you registered for Fair PharmaCare, you received a letter with your family registration number. Please contact Sun Life to inform them of your number. If you have registered for Fair PharmaCare and have misplaced your letter, you can also provide Sun Life with your Personal Health Number on your BC Care Card.

When communicating with Sun Life, you will need to identify yourself using your group number (25205) and your member ID (7-digit UBC employee ID).

- Telephone: Call the Sun Life Customer Care Centre at 1-800-661-7334 from Monday – Friday from 5:00 a.m. – 5:00 p.m. PST
- Mail: Send a letter or forward a copy of your confirmation letter to the Sun Life Claims Office: PO Box 2010, Stn Waterloo; Waterloo, Ontario; N2J 0A6

Send proof of your registration with your next claims submission to Sun Life.

If you have not registered for Fair PharmaCare, please do so immediately – you can register by phone or on-line:

Telephone (Monday to Friday 8:00 a.m. to 4:30 pm): In Vancouver, call 604-683-7151; Elsewhere in BC call 1-800-663-7100;

Internet: Go to the PharmaCare website at <https://pharmacare.moh.hnet.bc.ca> and register for Fair PharmaCare.

7. Learn more about your benefits coverage and find a copy of the Sun Life Group Benefits booklet on www.hr.ubc.ca/benefits

If you experience technical problems please visit www.hr.ubc.ca/benefits/forms to download the blank forms.

Once you are eligible, it's important to enrol in your benefits as the start date for benefits will not be backdated.

Are you an existing employee who is just looking for a form to fill out?

1. **Go to www.hr.ubc.ca/benefits/forms to download the blank forms.**

2. **Print and sign forms. Submit it to Payroll in Financial Services.**

Vancouver Campus

Attention: Payroll

UBC Payment and Procurement Services

5th Floor - TEF 3

6190 Agronomy Road

Vancouver, BC V6T 1Z3

Okanagan Campus

Attention: Paula Lambert

UBC Payment and Procurement Services

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1138 Alumni Avenue

Kelowna, BC V1V 1V7