
THE UNIVERSITY OF BRITISH COLUMBIA



Human Resources
Room 350 - 2075 Wesbrook Mall
Vancouver, BC
Canada V6T 1Z1
<http://www.hr.ubc.ca>

Date: January 29, 2009
To: Deans, Directors, Department Heads and Administrators
From: Michelle Berner, Director – Total Compensation
Re: Sick Leave Statistics – Reporting for 2008

As you may be aware, the Human Resources Department provides the Executive and the Board of Governors with an annual report on key health indicators at the University. The report provides a snapshot of the health of our Staff and Faculty and includes statistics on the usage of sick leave (Staff only).

Data on sick leave usage is also used by HR Advisory Services in conjunction with Faculties and Departments to design Attendance Management Programs, where appropriate. Benchmark data on sick leave is particularly useful in assessing the need for such programs, and once implemented, how effective they are in managing absenteeism.

With regard to sick leave statistics, the Human Resources Department must rely on the Faculties and Departments to report their data using our on-line sick leave reporting system available from www.my.ubc.ca.

If you have not done so already, please report your 2008 sick leave statistics to Human Resources using the on-line system.

If your Faculty/Department is not currently reporting sick leave statistics to Human Resources, the first step is to designate one person to enter this information. This person will require HRMS access and access to the on-line sick leave system. To request access, please complete the attached HRMS Access Request Form and return to Stephanie Mah at the following address:

Campus Mail: UBC Human Resources
GSAB, Zone 1

Mail: UBC Human Resources
350 – 2075 Wesbrook Mall
Vancouver, BC
V6T 1Z1

If you have any questions, or would like further information, please contact Stephanie Mah at (604) 822-6823 or stephanie.mah@ubc.ca.

Thank you.



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- HRMS ON-LINE ACCESS REQUEST FORM -

CWL ID (MANDATORY)	NEW ACCESS: <input type="checkbox"/> DELETE ACCESS: <input type="checkbox"/> CHANGE ACCESS: <input type="checkbox"/>
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REQUIRED FOR

NAME	DEPARTMENT	POSITION/TITLE	HRMS EMPLOYEE ID	SYSTEM	BROWSER
EMAIL ADDRESS		CAMPUS	UBC VENDOR ID#	APPT START DT (YYYY-MM-DD)	APPT END DT (YYYY-MM-DD)
SIGNATURE (I ACKNOWLEDGE THE TERMS AND CONDITIONS FOR HRMS ACCESS)			DATE	PHONE NUMBER	

FACULTY/DEPARTMENT AUTHORIZATION – Reporting manager of applicant

NAME	DEPARTMENT	POSITION/TITLE
SIGNATURE (I ACKNOWLEDGE THE TERMS AND CONDITIONS FOR HRMS ACCESS)		DATE
		PHONE NUMBER

ACCESS REQUIREMENTS – Complete this section for new IDs, changes to existing IDs

ACCESS REQUIREMENTS - Check all that apply	INQUIRY	UPDATE	EARLY ID	SEE LINK AT BOTTOM OF PAGE FOR DEPARTMENT CODES
HRMS Access to entire campus	<input type="checkbox"/>	<input type="checkbox"/> Describe needs in box to right	<input type="checkbox"/>	Special Requirements:
HRMS Access to an entire faculty or VP area	<input type="checkbox"/>	<input type="checkbox"/> Addresses, Phones, Email only	<input type="checkbox"/>	HRMS dept codes only:
HRMS Access to specific department(s)	<input type="checkbox"/>	<input type="checkbox"/> Addresses, Phones, Email only	<input type="checkbox"/>	HRMS dept codes only:
Sick Leave System – Access to a specific unit only	N/A	<input type="checkbox"/> Update sick leave data	N/A	HRMS dept codes only:
Sick Leave System – Access to a specific unit and all units that report to it	N/A	<input type="checkbox"/> Update sick leave data	N/A	HRMS dept codes only:
Other	<input type="checkbox"/>	<input type="checkbox"/> Describe needs in box to right	<input type="checkbox"/>	Special Requirements:

HRMS SECURITY ADMINISTRATOR USE ONLY

HRMS OPERATOR ID	PRIMARY PERMISSION HCPPUBCPRIMEP	ROW SECURITY HCDPUBC	ROLE OR TEMPLATE
COMMENTS			HRMS <input type="checkbox"/> CWL <input type="checkbox"/> PKG <input type="checkbox"/>
For locking out access, click here <input type="checkbox"/> if the employee is expected to return, OR click here <input type="checkbox"/> if the employee is not expected to return.			
HRMS AUTHORIZATION	PAYROLL AUTHORIZATION	SECURITY ADMINISTRATOR	
DATE	DATE	DATE	

[Dept Names & Codes](#)

Forward this form to Human Resources

Help

Non-Disclosure Agreement

Human Resources records available from the Human Resources Management System (HRMS) are confidential and the Property of the University of British Columbia.

Data security of the HRMS system is defined as the protection of information systems, data facilities, and resources against accidental or deliberate threats to their confidentiality, integrity, or availability.

Deans, Directors and Department Heads are accountable for ensuring the responsible use of administrative system access privileges granted through their authority. Specifically, individuals authorizing administrative system access are responsible for:

- ensuring that the level of access being authorized to HRMS records is sufficient and necessary;
- ensuring that faculty, staff and students granted access privileges under their authority are aware of this security agreement and accept individual accountability and responsibility for use or abuse of granted system privileges.
- ensuring that the employee's access is deleted by completing this form in a timely manner when necessary (i.e. the employee has left UBC or your department).

HRMS users are responsible for the prudent and secure use of information facilities in compliance with good business practice and security standards. An HRMS user assigned a unique user identification code and secret password is individually accountable for all systems access granted through that user identification code and password. HRMS user responsibilities include, but are not limited to:

- the protection of individual user identification codes and associated passwords;
- ensuring that workstations are not left unattended;
- ensuring that sensitive information displayed on end user workstations or hard-copy reports is not visible to unauthorized individuals;
- ensuring that this security agreement is not violated by the use of the individual identification codes by another person.

Protection of information assets and compliance with this security agreement and accompanying procedures are basic terms of continued administrative system access privileges. Failure to comply with this agreement could result in disciplinary action including termination of system access privileges.