Astronomy & Astrophysics
UNIVERSITY OF TORONTO

NEW STAFF CHECKLIST – 2019

THANK YOU FOR JOINING US

☐ **Get started with these useful resources:**

- Building Access Notices

- Centre for Teaching Support & Innovation

- Complete the Employment Equity Survey

- Enroll in Benefits & Pension

- Equity @ U of T

- Faculty & Academic Life

- Get Paid at U of T

- Health, Safety & Well-being Programs

- New Faculty & Staff Orientation

- Office of the Provost & Vice-President

- Organizational Development & Learning Centre

- Safety @ U of T

- Where to Eat

UPON YOUR ARRIVAL AT THE UNIVERSITY OF TORONTO

☐ **Getting Paid**

Meet with your Business & Financial Manager to discuss:

- Your salary will be deposited to your bank account on the 28th of each month, or the last working day before the 28th. In order to receive your monthly salary, you should provide the following to your Business & Financial Manager:
  - SIN number
  - Date of Birth
  - Payroll Bank Authorization Form for Direct Deposit
  - A blank cheque marked "void"
  - Current Resident Address

- o Current Phone Number

- o TD1 forms – only required if NOT basic deductions

- o UofT Student Number (if you are a graduate of UofT)

- Please complete the "Personal Tax Credits Return forms (TD1 forms) – [Federal](#) and [Provincial](#)" and submit them to your Business & Financial Manager.

- 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/

☐ Get Connected

Obtain Your T-Card

- When you start working at the University of Toronto (U of T), you will need to [get a TCard](#). A TCard is your photo ID smartcard that serves as your official U of T identification card. Follow these steps to get one:

  - o Obtain a completed "Getting online at UofT" letter from the Business & Financial Manager (for faculty and staff) or from the School of Graduate Studies (for Postdoc).

  - o Bring photo identification and one of your unique identifiers (barcode number, UTORid or personnel number) contained in the 'Getting online' letter

  - o Visit any TCard office, or the Reader Registration desk on the second floor of Robarts Library (uoft.me/2K4)

Activate your UofT Email

- [UTmail+](#) is the institutional email service for faculty and staff at the UofT. UTmail+ powered by Office 365 is a comprehensive online e-communication and collaboration service provided by Microsoft. You will get a UTmail+ account when you activate your UTORid.

Getting Your UTORid Account

- The UTORid grants you access to many University of Toronto services.

- Related Links:

  - o [How to get a UTORid](#)

  - o [How to activate your UTORid](#)

☐ Benefits

For Faculty and Staff: Meet with your Benefits Officer through Faculty Arts and Science Human Resources Office. General information at http://benefits.hrandequity.utoronto.ca.

For Postdocs: To supplement your OHIP/UHIP coverage, you are also required to participate in a benefits plan for Postdoctoral Fellows. The Green Shield benefits plan includes dental care and prescription drug purchases, as well as other health care services that are not covered under OHIP/UHIP. Full details of the plan, including the cost of premiums, are available on the [SGS Postdoctoral Office website](#).

Employee Postdocs are automatically enrolled in the benefits plan for single coverage; coverage is effective on the first day of the month following your first pay. If you wish to opt into family enrolment (i.e., spouse / partner and children) or to opt out of the plan based on prior spousal coverage, you will need to contact the [Postdoctoral Office](#).

For trainee PDFs who are paid through UofT, you will need to enrol in order to receive the benefit. Please fill out the [enrolment form](#) and return it in person, by fax or by email to the [Postdoctoral Office](#). Please do not forget to sign and date the enrolment form.

☐ **Find Your Way around UofT**

Looking for the fastest way around the various U of T campuses? Use these resources:

- [Map of University of Toronto - St. George Campus](#)
- [Map of University of Toronto - Scarborough Campus](#)
- [Map of University of Toronto - Mississauga Campus](#)

Other Topics for Discussion with the Business & Financial Manager and other Administrative Staff

☐ Keys (fill in the "Key Request Form" and return to the DAA Finance Officer)

☐ Computer equipment* (with IT Manager)

☐ Dunlap email and wiki accounts; DAA website login (with IT Manager)

☐ Photocopier user code in mailroom (with IT Manager)

☐ Corporate credit cards for (Faculty only) (with Business & Financial Manager):

  o Travel: http://www.procurement.utoronto.ca/programs-and-services/travel-hospitality

  o Purchasing: http://www.procurement.utoronto.ca/programs-and-services/purchasing-card

☐ Setup research allowance account (Scientists only) (with Business & Financial Manager)

☐ Post your bio and picture onto the Dunlap website (with Communications & Multimedia Officer)

☐ Other office support (with Office Assistant)

Note: Any computer or equipment purchased will remain the property of the DAA/UofT and is required to be returned to DAA/UofT by the end of the appointment.

UPON YOUR ARRIVAL IN TORONTO

☐ **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 & Financial Manager.

☐ **Apply for the Ontario Health Insurance Plan**

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 **3 month waiting period** 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 (see below).

- For detailed information about OHIP eligibility, including the enrollment of family members, telephone the Ministry Info line at 416-314-5518 or visit www.health.gov.on.ca

On your arrival at the OHIP office, you will need to provide one document from each of the following lists:
- Examples of Proof of Citizenship/Eligible Status:

  o Documentation (e.g. letter of offer) confirming full-time employment in Ontario

  o Birth certificate from a Canadian province or

  o Valid Canadian passport or

  o Work permit

- Examples of Proof of Residency:

  o Housing insurance policy, or lease agreement, or utility bill,

  o Ontario driver's license, or

  o Monthly mailed bank account statements

- Examples of Support of Identity:

  o Certificate of Canadian citizenship, or

  o Credit card, or passport

For additional information, please refer to the Ontario Health coverage document list.

☐ **Apply for University Health Insurance Plan (UHIP)**

While serving the 3 month waiting period for OHIP, it is mandatory 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: www.uhip.ca.

- You must apply for UHIP coverage upon your arrival in Toronto by contacting your Benefits Officer at your divisional Human Resources Office (see below).

- The cost for UHIP can be found here: http://uhip.ca/all-about-uhip.aspx#six Fees are payable to the University by a money order or certified cheque.

☐ **Banking**

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:

- Opening bank accounts prior to arrival in Toronto,

- Transfer of funds from outside the country and conversion to Canadian currency

- Access to electronic banking

- Mortgage assistance

- Competitive loan rates for personal and new car loans

- Visa Credit Card applications (subject to approval) and debit cards

To open a bank account, you may be required to provide the following documentation:

- Passport

- Work permit

- Letter of offer

- Proof of residency

- An identification card showing your signature.

ACTIVITY IN DUNLAP & UofT ASTRO

	Monday	Tuesday	Wednesday	Thursday	Friday
9:30AM					Pulsar Coffee *MP1318A*
10:30AM	Astro Coffee *Astro Lounge, AB201*	Astro Coffee *Astro Lounge, AB201*	Astro-PH Coffee *Astro Lounge, AB201*	Astro Coffee *Astro Lounge, AB201*	Astro-PH Coffee *MP1318A*
11:00AM					Exoplanet & Star Formation Discussion *AB88*
12:00PM	Dunlap Lunch *Astro Lounge, AB201* (1st Monday of each month)	CITA Blackboard Talks *MP1318A*	Colloquium Speaker Lunch (Faculty & Postdoc)	Colloquium Speaker Lunch (Dunlap Scientists)	Sci-Fi Fridays *Astro Lounge, AB201*
1:00PM		Dunlap Outreach Committee			
2:00PM	Dunlap Tea *Astro Lounge, AB201*			CITA Seminar *MP1318A*	
3:00PM	CITA Seminar *MP1318A*		DAA/Dunlap Colloquium *Cody Hall, AB107*		
4:00PM		Astro Tea *Astro Lounge, AB201*	Colloquium Refreshments *Astro Lounge,*		CITA Desserts *MP1318A*
Evening	CITA Speaker Dinner		Colloquium Speaker Dinner (Grad Students)	CITA Speaker Dinner	

ASTRONOMY COMMUNITY IN THE UNIVERSITY

Astronomy at the University of Toronto includes the Department of Astronomy & Astrophysics (DAA), the Canadian Institute for Theoretical Astrophysics (CITA), the Dunlap Institute for Astronomy & Astrophysics, and the Centre for Planetary Sciences (CPS) based in the UofT Scarborough Campus.

The Dunlap Institute, CITA and CPS are "Extra-Departmental Units" (EDUs)
- EDU A (e.g. CITA): can make primary (≥51%) academic appointments
- EDU B (e.g. Dunlap): cannot make primary academic appointments
- EDU C (e.g. CPS): cannot make academic appointments
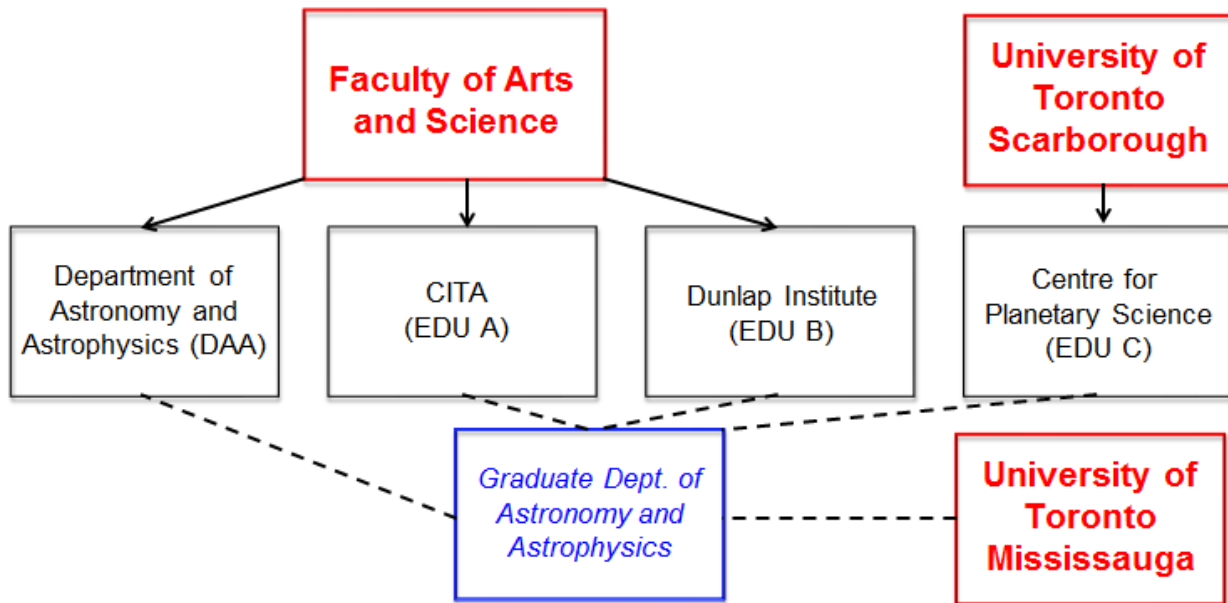
MAJOR CONTACTS IN ASTRONOMY

Department of Astronomy & Astrophysics (DAA)

- Chair: Raymond Carlberg
- Associate Chair (Graduate): Chris Matzner
- Associate Chair (Undergraduate): Dae-Sik Moon
- Department Manager: Alena Wasney
- Finance Officer: Gautam Patel
- Graduate Administrator: Margaret Meaney
- Undergraduate & Department Assistant: Andrew Apong
- Computing Manager: Hugh Zhao
- IT Technologist: Stipe Milisa*
- *Jointly with Dunlap

Dunlap Institute for Astronomy & Astrophysics

- Director: Bryan Gaensler
- Business & Financial Manager: Alice Chow
- Communications & Multimedia Officer: TBA
- Events & Outreach Officer: Zoë Jaremus
- Research Grant & Financial Assistant: Joanna Baylon
- Office Assistant: Ingrid Small
- IT Manager: Hugh Zhao*
- IT Technologist: Stipe Milisa

*Jointly with DAA

Canadian Institute for Theoretical Astrophysics (CITA)

- Interim Director: Ue-Li Pen
- Business Officer: Candace Duong
- Administrative Assistant: Jenny Jung
- Computing Manager: John Dubinski

Centre for Planetary Sciences (CPS)

- Director: Hanno Rein

The following is a list of persons you can contact about specific items in DAA and Dunlap:

- Expense reimbursements: Gautam Patel (DAA); Joanna Baylon (Dunlap)

- Payroll: Alena Wasney (DAA); Alice Chow (Dunlap)

- Petty cash: Gautam Patel

- Invoice payment: Gautam Patel (DAA); Joanna Baylon (Dunlap)

- Purchasing (> & < $5,000, PO required): Gautam Patel (DAA) Joanna Baylon (Dunlap)

- Purchase of Computer: Hugh Zhao

- Research allowance, startup funds: Alena Wasney (DAA); Alice Chow (Dunlap)

- Research grants (faculty): Gautam Patel (DAA); Joanna Baylon (Dunlap)

- Human resources, budget and planning, and oversee all administrative, operational, and financial services: Alena Wasney (DAA) ; Alice Chow (Dunlap)

- Arrange courier, outgoing email and shipping services: Andrew Apong (DAA); Ingrid Small (Dunlap)

- Handle incoming mail: Andrew Apong

- Office keys/ swipe card: Andrew Apong

- Room booking for AB101-H, AB110-113 & AB88: book via DAA website

- Room booking for university central classroom/lecturer theaters: Andrew Apong

- A/V equipment: book via DAA website or Andrew Apong

- Place service calls to Facilities and Services regarding lighting, heat/AC or building problems: Andrew Apong (DAA); Ingrid Small (Dunlap)

- Place service calls for photocopier, fax and other office equipment: Andrew Apong

- Mail room supplies: Andrew Apong

- Issue user codes for photocopy, fax and scanner service: Hugh Zhao, Stipe Milisa

- Assign mail slots: Ingrid Small

- Maintain all bulletin boards: Andrew Apong

- Office supplies: Andrew Apong (DAA); Ingrid Small (Dunlap)

- Maintain door signs: Andrew Apong (DAA); Ingrid Small (Dunlap)

- Coordination of press release and communication related matters: Zoë Jaremus

- Website update: Hugh Zhao (DAA); Zoë Jaremus (Dunlap)

- Coordination of conferences, workshops and institute events: Zoë Jaramus (Dunlap); Andrew Apong (DAA)

- Coordination of colloquia: Andrew Apong

- Coordination of visitors: Ingrid Small (Dunlap); Margaret Meaney (DAA), Andrew Apong (DAA), Alena Wasney (DAA)

- Office allocation: Alena Wasney (DAA)

- Student desk allocation: Margaret Meaney (DAA), Alena Wasney (DAA)

- Campus Telescopes / Planetarium: Michael Williams (DAA), Ilana MacDonald (DAA)

- Planetarium Shows: Zoë Jaremus (Dunlap)

- Campus Computers: Hugh Zhao, Stipe Milisa

- Dunlap Tea: Zoë Jaremus (Dunlap)

- Summer Undergraduate Research Program: Johanna Nagy

- Instrumentation Summer School: Keith Vanderlinde, Suresh Sivanandam

- Education and public outreach: Mike Reid, Zoë Jaremus

- DAA Graduate programs and related business: Chris Matzner, Margaret Meaney (DAA)

- DAA Undergraduate course programs and related business: Dae-Sik Moon, Andrew Apong (DAA)

- DAA Teaching Assistantships: Margaret Meany, Andrew Apong (DAA)

- Library: Lee Robbins (DAA)

- Health and Safety: Alice Chow (Dunlap); Alena Wasney (DAA)

REIMBURSEMENT & PURCHASING

Vendors & Purchasing

Details of approved Suppliers (for computer/office/lab equipment*, cellphones, travel, etc.) can be found here: http://www.procurement.utoronto.ca/programs-and-services/approved-suppliers

To reduce the administrative effort when purchasing standard goods or services, contracts have been negotiated with University of Toronto Approved Suppliers.

If the good or non-consulting service# cannot be purchased from an Approved Supplier, the thresholds below determine the acquisition method and associated administrative process.

- Under $5,000

  o Purchases in this category include any good or service from a single supplier required for University business.

- $5,000 to $24,999

  o Informal Procurement: Purchases in this category typically involve straightforward acquisitions of goods or services, but which may also involve specific requirements for delivery, warranties, or specific terms and conditions requiring negotiation.

  o A minimum of two written (recommended) or verbal quotations (documented) are required and kept on file by the unit.

- $25,000 to $99,999

  o Invitational Procurement: Purchases in this category are considered high value, and require an invitational procurement process based on a minimum of three written quotations. Upon supplier selection, the unit creates a purchase requisition in FIS and forwards all documentation to Procurement Services for review and Purchase Order issuance.

- $100,000+

  o Open Procurement: To be compliant with internal and external regulatory frameworks, purchases in this category must be publicly tendered in a competitive bid process (e.g. RFP, RFSQ, RFI, RFEI), depending on the nature of procurement.

For Consulting, see Consulting Services.

Note: Any computer or equipment purchased will remain the property of the Dunlap Institute/UofT and is required to be returned to the Dunlap Institute/UofT by the end of the appointment.

HUMAN RESOURCES & EQUITY
- UofT HR & Equity

- Getting Paid at UofT

- [Employee Self-Services (ESS)](#): ESS is an online service available to eligible employees that provides a convenient and secure way for a user to access one's own personal information from work or at home, including your pay statement, vacations/absence record etc.

- Vacation and leave: all vacations and leaves should be properly recorded in the UofT HR system. **Vacation and leave requests should be sent to your immediate supervisor and copied the Business & Financial Manager for record purpose.**

- [HR Agreements](#)

- [Benefits](#)

- [Equity, Diversity & Inclusion](#)

- Equity Offices

    o [Accessibility for Ontarians with Disabilities Act (AODA) Office](#)

    o [Accessibility Services](#)

    o [Anti-Racism & Cultural Diversity Office](#)

    o [Community Safety Office](#)

    o [Family Care Office](#)

    o [Health & Well-being Programs & Services](#)

    o [Sexual & Gender Diversity Office](#)

    o [Health & Wellness Centre](#)

UofT INFORMATION TECHNOLOGY SERVICES

- [Internet/Connectivity](#)

- [Free Copies of Office 365 ProPlus for Personal devices](#)

- [Getting Software at UofT](#)

- [Others](#)

TEACHING & RESEARCH (For Faculty)

Teaching

- [Centre for Teaching Support and Innovation](#)

- [Quercus](#) – UofT's new academic technology toolbox

Research

- Details of many of the services provided by the Office of the Vice President Research can be accessed at www.research.utoronto.ca. Including Start-up funds, access to [My Research Online](#) and relevant grant deadlines and submission information.

Copyright

- 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.

- If you have any questions about copyright and copyright compliance, please contact copyright@library.utoronto.ca or visit http://onesearch.library.utoronto.ca/copyright/home

PROFESSIONAL DEVELOPMENT

- Professional development through workshops and seminars for postdoc
- Professional development through workshops and seminars for staff
- School of Continuing Studies

HEALTH, SAFETY & WELL-BEING

Ensuring a safe and healthy teaching, learning and working environment, while promoting the health and well-being of employees and their families, are the responsibilities of several offices reporting into, or affiliated with, the Human Resources & Equity Division.

These are:

- Community Safety Office

- Environmental Health & Safety (EHS)

- Family Programs & Services (including the Family Care Office)

- Health, Safety & Well-being Programs

- Quality of Work-Life Advisor

- DAA & Dunlap Health & Safety Committee (HSC)

- ALL new and existing University of Toronto employees, including senior management, academic administrators, faculty members, managers, supervisors, staff-appointed and casual employees, are MANDATORY to take the Online Basic Occupational Health & Safety Awareness Training and the UofT Accessibility for Ontario with Disabilities Act (AODA) Online Training

Last update: Sept 2019