



Permanent Residency Letter Process

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Date: June 5, 2024

Step 1: Foreign National requests PR letter from Payroll through Service Now Ticket

- UBCO Employees should submit a request for Permanent Residency employment verifications from Payroll via a Service Now Ticket through the ISC
 - Log in to the UBC self-service portal using your CWL ID and password at www.ubc.service-now.com/selfservice
 - Once in the portal, select Request a Service
 - Select Workday Support
 - Fill in your information
 - Select Payroll
 - Select Employment Verification: Indicate UBCO Campus
 - In the explanation category, comment that the request is for employment verification for PR purposes.

Step 2: Payroll

- Payroll runs the job history report and sets up templates for each department(s)
 - Approximate Duration: 3-5 business days (depending on processing deadlines)

Step 3: Documents sent to Department

- Files shared by Payroll via One Drive to department(s):
 - PR Letter Templates
 - Instructions
 - Declaration of Information Form
- Each department will have access to their folder by employee and HR/Payroll have access to all folders



Step 4: Department(s)

- Department completes the highlighted sections of the letter template shared in One Drive based on the instructions below. Seeks input from HR where necessary.
 - Approximate Duration: 3-5 business days
- 1. Access Word Letter Template from One Drive folder shared by payroll
- 2. Complete all yellow highlighted sections of the letter template. See example of generic letter below:

June 5, 2024

To Whom It May Concern,

RE: Lois Lane **Verification Letter for Permanent Residency**
NOC [insert NOC; if unsure, contact Compensation]

I am writing to verify the employment of Lois Lane who has been in a full time Reporter Analyst position in the Department of Communications at the University of British Columbia's Okanagan Campus from September 1, 2022 to present.

Mrs. Lane works 35 hours per week and is currently being paid an annual salary of \$60,000 (\$5,000 monthly).

Regular duties include but are not limited to

- XX
- XX
- XX

Other remuneration and benefits include extended health and dental, life insurance, disability, pension, employee and family assistant benefits, professional development funds, and tuition waivers.

Sincerely,

Brydie Chamberlain, PLP, BBA
Payroll Lead
UBC Okanagan Finance Operations

3. National Occupation Classification (NOC):
 - The below link is searchable to determine the NOC code. If unsure, please contact Compensation.
<https://noc.esdc.gc.ca/?GoCTemplateCulture=en-CA>
4. Some appointment types will have additional information required that will also be highlighted in yellow. For example, you may see the below additional information needed for a sessional lecturer appointment.



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- a. Please reach out to HR or Payroll for assistance if required

As a Sessional Lecturer, Dr. Last Name worked:

Offer Letter 1: [Month, Day, Year to Month, Day, Year] and was paid a salary of [insert total per period salary] for the period plus 4%/6% vacation pay, working [insert hours] hours per week.

Offer Letter 2: [Month, Day, Year to Month, Day, Year] and was paid a salary of [insert total per period salary] for the period plus 4%/6% vacation pay, working [insert hours] hours per week.

Offer Letter 3: [Month, Day, Year to Month, Day, Year] and was paid a salary of [insert total per period salary] for the period plus 4%/6% vacation pay, working [insert hours] hours per week.

Etc.

- Department completes the Declaration of Information form included in the one drive folder to confirm the information provided in the highlighted fields is truthful, complete and accurate.
 - Payroll cannot sign the completed PR letters until the signed declaration of information form has been returned

Step 5: Department(s) Return Documents to Payroll

- Department attaches completed templates and signed Declaration of Information Form to the one drive folder
- Once all templates and forms have been returned then the Payroll Lead will review and sign the letter(s) and convert them to PDF documents

Step 6: Documents are sent to the Foreign National

- Completed PR Letters are sent to the Foreign National via One Drive
 - Documents are sent to the foreign nationals UBC email address
 - If a UBC email address is unavailable, the Payroll Lead will verify the foreign nationals identity through security questions. If they are unable to pass the security questions then a hard copy of the documents are mailed out to the address on file

