

## Important Websites for Employees with Benefits at Vancouver Island University

|   |  |
|---|--|
| Human Resources Main Page   | <a href="http://www.viu.ca/HumanResources/index.asp">http://www.viu.ca/HumanResources/index.asp</a>  |
| General Information<br>VIU benefits plans   | <a href="http://www.viu.ca/HumanResources/BENEFIT.asp">http://www.viu.ca/HumanResources/BENEFIT.asp</a>  |
| Eligible Dependents   | <a href="http://www.viu.ca/HumanResources/health.asp#eligible">http://www.viu.ca/HumanResources/health.asp#eligible</a>  |
| Monthly Premium Costs<br>for Benefit Coverage   | <a href="http://www.viu.ca/HumanResources/health.asp#cost">http://www.viu.ca/HumanResources/health.asp#cost</a>  |
| Employee and Family<br>Assistance Program   | <a href="https://www.workhealthlife.com/Default.aspx?lang=en">https://www.workhealthlife.com/Default.aspx?lang=en</a><br>Lots of information on services available through Shepell-fgi, VIU's Employee and Family Assistance Program - Information related to work, health, life.  |
| BCGEU Electronic<br>Benefits Book   | <a href="http://www.viu.ca/HumanResources/benefits/BCGEU.pdf">http://www.viu.ca/HumanResources/benefits/BCGEU.pdf</a>  |
| CUPE Electronic<br>Benefits Book  | <a href="http://www.viu.ca/HumanResources/benefits/CUPE.pdf">http://www.viu.ca/HumanResources/benefits/CUPE.pdf</a>  |
| VIUFA Electronic<br>Benefits Book   | <a href="http://www.viu.ca/HumanResources/benefits/VIUFA.pdf">http://www.viu.ca/HumanResources/benefits/VIUFA.pdf</a>  |
| ADMIN Electronic<br>Benefits Book   | <a href="http://www.viu.ca/HumanResources/benefits/ADMIN.pdf">http://www.viu.ca/HumanResources/benefits/ADMIN.pdf</a>  |
| Health Care Drug Claim<br>form  | <a href="http://www.viu.ca/HumanResources/CLAIMFRM/HealthCareExpense.pdf">http://www.viu.ca/HumanResources/CLAIMFRM/HealthCareExpense.pdf</a>  |
| Dental Claim form   | <a href="http://www.viu.ca/HumanResources/CLAIMFRM/DentalCareExpense.pdf">http://www.viu.ca/HumanResources/CLAIMFRM/DentalCareExpense.pdf</a>  |
| Medical Travel Referral<br>Claim form   | <a href="http://www.viu.ca/HumanResources/CLAIMFRM/MedicalTravelReferralExpense.pdf">http://www.viu.ca/HumanResources/CLAIMFRM/MedicalTravelReferralExpense.pdf</a><br>ADMIN, BCGEU and VIUFA only   |
| Best Doctors  | <a href="http://www.bestdoctors.com/">http://www.bestdoctors.com/</a>  |
| BC Pension Corporation -<br>links to both the<br>Municipal Plan and the<br>College Plan | <a href="http://www.pensionsbc.ca/portal/page/portal/pen_corp_home/pc_home_page/">http://www.pensionsbc.ca/portal/page/portal/pen_corp_home/pc_home_page/</a>  |
| Manulife - file claims<br>on-line   | <a href="https://wwwec7.manulife.com/GBPlanMemberUI/Login.aspx?language=English">https://wwwec7.manulife.com/GBPlanMemberUI/Login.aspx?language=English</a><br>The "Plan Contract Number" is 83719.<br>The "Member Certificate Number" is your employee number without the first zero(s).  |
| Manulife - have your<br>health care provider<br>submit the claim for you                | <a href="http://www.manulife.ca/wps/portal/manulifeca/Manulife.caHome/Groupbenefits/manage+your+plan/plan+members/gb_man_member_providereclaims">http://www.manulife.ca/wps/portal/manulifeca/Manulife.caHome/Groupbenefits/manage+your+plan/plan+members/gb_man_member_providereclaims</a>  |
| VIU Employee Portal<br>and Instructions   | Instructions: <a href="http://www.viu.ca/payroll/Portal-instructions.asp">http://www.viu.ca/payroll/Portal-instructions.asp</a><br>Employee Portal: <a href="https://isweb.viu.ca/hrisess/">https://isweb.viu.ca/hrisess/</a><br>Update your address, provide an alternate email, access your pay advice, view and print your T4, view your direct deposit information, and lots more. |
| Employee Services   | <a href="http://www.viu.ca/employees/services/">http://www.viu.ca/employees/services/</a>  |
| Employment Postings   | <a href="http://www.viu.ca/HumanResources/postings/index.asp">http://www.viu.ca/HumanResources/postings/index.asp</a>  |
| Canadian Blood Services<br>Partner for Life<br>Member                                   | <a href="http://www.viu.ca/HumanResources/canadianbloodservices.asp">http://www.viu.ca/HumanResources/canadianbloodservices.asp</a> You don't have to be a VIU employee with benefits to donate blood on a regular basis through this initiative.  |