Welcome

ALES Human Resources is committed to providing superior quality service to our clients and stakeholders. The department endeavors to create an environment that allows employees to successfully achieve their professional and personal goals. We recognize that our employees are our greatest assets and we pride ourselves in providing them with excellent client service.

This Guidebook is designed to create awareness and provide guidance, tools, and resources to Supervisors on ALES HR Operational practices.

Inquiries

Questions relating to the recognition guidelines and practices contained in this guidebook can be directed to your Human Resources Administrator or any member of the ALES Human Resources team.
Mission Statement

ALES Human resources will take a leadership role by partnering with our business units to deliver quality service in support of Faculty’s vision and values – Respect, Accountability, Integrity, Diversity, and Teamwork.

We will do this by:

- Ensuring the human resources department staff are given the tools, training and motivation to operate in the most efficient and effective manner.
- Promoting, recognizing and encouraging the value of diversity in the workplace.
- Being solutions-focused when dealing with workplace issues and challenges
- Providing a work environment that encourages open communication, creativity, innovation and is conducive to the professional growth and development of its employees.
- Providing a work atmosphere that is respectful, safe, and healthy
- Developing, administering and effectively communicating HR policies, procedures and practices that treat employees with dignity and equality while maintaining the Faculty’s compliance with employment and labor laws and collective agreements (Academic and Non-Academic).
# Table of Contents

**Human Resources Policies & Collective Agreements**

ALES HR Protocols and Procedures

- Requests for Offer letters.................................................. 7
- Checking Speedcode and Determining Combo Code......................... 8
- Checking Speedcode and Determine Combo Code – Operating Codes ........ 9
- Employee Requests for Vacation Payouts.................................. 11
- General Illness and Medical Leaves........................................ 12
- Responsibility Pay................................................................... 13
- Auxiliary Status Change to Regular........................................ 14
- Recurring Term Auxiliary Appointments................................... 15
- Determining Overtime with Concurrent Jobs............................. 16
- Temporary Promotion of NASA staff to Out of Scope Roles .......... 17
- Letter of Understanding – Casual 2 to Auxiliary....................... 18
- Immigration Services.......................................................... 19
- Recruitment.......................................................................... 20
  - Process.............................................................................. 21
  - Roles and Responsibilities.................................................. 22
  - Expressions of Interest...................................................... 23
  - Advertising Requirements............................................... 26
  - Job Evaluation and Recruitment....................................... 27

ALES Finance and Human Resources - Common Procedures

- Processing Off-Cycle Checks................................................. 28
- Changes to Operating Positions............................................. 29
- Processing Speedcode Changes............................................. 30
- Audit Requests.................................................................... 31
- Team Communication Protocols........................................... 32

ALES Graduate Programs and Human Resources

- Human Resources Overview.................................................. 33
- Starting Student Pay............................................................. 34
- Continuing Student Pay....................................................... 35
- Graduate Student Pay – GRAF.............................................. 36
- Graduate Student Pay – GRA................................................ 38
- Graduate Student Pay – GTA................................................. 39
- AFNS – Graduate Student Pay............................................. 42
- HECL – Graduate Student Pay.............................................. 44
Table of Contents.....continued

- REES – Graduate Student Pay.................................................................45
- Ren R. – Graduate Student Pay...............................................................46
- AFNS – GTA Procedures Flow Chart.......................................................48
- HECL – GTA Procedures Flow Chart.......................................................50
- REES – GTA Procedures Flow Chart.......................................................51
- REN R. – GTA Procedures Flow Chart....................................................52
- Scholarship and Awards........................................................................53
- Tuition Remissions................................................................................54
- Fees Division..........................................................................................55
- Paid Leave of Absence..........................................................................56
  - Leave of Absence Flow Chart...............................................................57
  - Maternity Leave: Tri-Council Recovery...............................................58
- Frequently Asked Questions (FAQs)......................................................59
Human Resources Policies & Collective Agreements

The Human Resources environment at the University of Alberta is governed by a set of policies and agreements pertaining to different employee groups.

- **UAPPOL** – a central repository of University of Alberta policies and procedures including: Human Resources, Finance, Health and Safety, Information Management, Research, Academic policies etc.
- **Non-Academic Staff Association (NASA) Collective Agreement** – this collective agreement governs the employment relationship between the University and employees classified as support staff.
- **Academic**
  - Continuing Staff – collective agreements in this category include: Administrative Professional Officers (APOs), Faculty, Faculty Service Officer, and Librarian.
  - Temporary Staff – collective agreements in this category include: Academic Teaching Staff, Temporary Administrative and Professional Staff, and Trust/Research Academic Staff.
- **Management and Professional Staff (Excluded)** – employees under this category are excluded from a collective agreement and are not represented by a union.
- **Graduate Student Assistantship Collective Agreement** – this collective agreement applies to graduate student appointments including Graduate Teaching Assistants (GTAs), Graduate Research Associates (GRAs), and GRAFs.

UAPPOL Policies/Procedures and both Academic and Non-Academic Collective Agreements can be found on the following link,


Employees belonging to the NASA Collective Agreement are represented by the NASA Union. NASA works directly with Human Resource Services in the resolution of employee relations matters.

Employees belonging to any of the Academic Collective Agreements are represented by Association of Academic Staff University of Alberta (AASUA). The University has a separate entity known as Faculty and Staff Relations who provide guidance on the Academic Collective Agreements and works with Human Resource Services on employee relations matters related to Academic staff.
ALES HR Protocols and Procedures

All ALES HR protocols, policies, and procedures are developed based on and in accordance with:

- Best practices
- UAPPOL
- Collective agreements
- Employment and labor laws

Requests for HR Services:

Supervisor will send a request for HR Services to their HR Administrator via email. The email should clearly indicate what the request for action is and what needs to be actioned by the HR Administrator.

The HR Administrator will respond back to the Supervisor's email within one business day. He/She will ask questions and/or seek clarification on the request.

The HR Administrator will engage in an active dialogue with the Supervisor throughout the process until their request for service is complete. Depending on the nature of the request, the HR Administrator may assign a deadline to the Supervisor if any action needs to be completed by the Supervisor before their request can be processed.
Requests for Offer Letters:
When a request for an offer letter is sent to Human Resources, the line area’s HR Administrator will provide the following template via email for the Supervisor to complete.

Please note that these details are **required** for the HR Administrator to draft an offer letter for the Supervisor to review.

<table>
<thead>
<tr>
<th>Employee Hire Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hire/Rehire/Extension:</td>
</tr>
<tr>
<td>Does this employee have active appointment(s) in other Faculties?</td>
</tr>
<tr>
<td>Employee Name &amp; I.D Number</td>
</tr>
<tr>
<td>Employee Type</td>
</tr>
<tr>
<td>Home Address (for new employees only)</td>
</tr>
<tr>
<td>Birth Date</td>
</tr>
<tr>
<td>*required for tax purposes</td>
</tr>
<tr>
<td>Gender – Male/Female</td>
</tr>
<tr>
<td>*required for CCID</td>
</tr>
<tr>
<td>Social Insurance Number (SIN)</td>
</tr>
<tr>
<td>*required for tax purposes</td>
</tr>
<tr>
<td>Immigration Status:</td>
</tr>
<tr>
<td>• Canadian Citizen</td>
</tr>
<tr>
<td>• Permanent Resident (PR) (PR card required upon hire)</td>
</tr>
<tr>
<td>• Work or Study Permit (permit will be required upon hire)</td>
</tr>
<tr>
<td>Name of Supervisor – please leave blank if you are the supervisor.</td>
</tr>
<tr>
<td>Hours per week</td>
</tr>
<tr>
<td>Hourly/Monthly or Annual Rate of Pay:</td>
</tr>
<tr>
<td>Contract Start/End Date(s):</td>
</tr>
<tr>
<td>Position Title</td>
</tr>
<tr>
<td>Speedcode</td>
</tr>
<tr>
<td>First Day – Reporting Details</td>
</tr>
<tr>
<td>• Date</td>
</tr>
<tr>
<td>• Time</td>
</tr>
<tr>
<td>• Location</td>
</tr>
<tr>
<td>• Reporting To</td>
</tr>
<tr>
<td>Resume (if applicable) – please forward</td>
</tr>
</tbody>
</table>
Checking Speedcode and Determining Combo Code:

Step 1 - Log on to PeopleSoft Financials

Step 2 - Click eTrac

Step 3 - Click on Search Projects

Step 4 - Enter Speedcode, click Search

Step 5 - Check Chartfield String - Speedcode should match Financial Authority (PI)

Step 6 - Copy RES Number

Step 7 - Enter HCM

Step 8 - Click on Chartfield Transaction Table

Step 9 - Paste RES Number and Click on Search

Step 10 - Look for Combo Code under Account Number 500001
Checking Speedcode and Determining Combo Code: Operating Codes

Step 1 - Log on to Financials

Step 2 - Click eTrac

Step 3 - Click on Search Projects

Step 4 - Enter Speedcode, click Search

After you enter the speedcode and click search, you will receive a message indicating, “You do not have access to any projects that meet your search criteria. Change your search fields and resubmit.”

Proceed to Step 5.

Step 5 - Go to Speedcode Inquiry, under General Inquiry in PeopleSoft Financials Home page

Step 6 - Input Speedcode and click on Flashlight Icon
Checking Speedcode and Determining Combo Code: Operating Codes

Step 7 - Go to Chartfield Transaction Table in HCM
Enter the Chartfield details from eTrac (Fund Code, Department I.D, Class Code, and Program Code)

Step 8 - Look for Combo Code under Account Number 500001
Employee Requests for Vacation Payouts:

Step 1: Employee sends an email requesting a vacation payout to their Department Manager.

Step 2: Once the employee receives the Department Manager’s approval via email, the employee would forward that email to their NASA Advisor.

Step 3: The NASA Advisor will forward that email string back to the employee and the HR Manager indicating their approval for the vacation payout.

Step 4: The HR Manager will forward the email string containing all the approvals to the Vice Provost and Associate Vice Provost for their approval.

Step 5: After the HR Manager receives the Vice Provost's approval, the HR Manager will forward the email chain to Employment Services for their information, cc’ing the employee and the Departmental Manager.

Step 6: The Department will then submit the appropriate exception pay request to Employment Services for processing.
ALES HR Protocols and Procedures

Reporting General Illness and Medical Leaves for Academic and Non-Academic Staff:

The following procedure will be used if an employee is absent from work due to illness for more than three days.

**Step 1**
- Supervisor will let either the HR Manager or HR Administrator know that an employee has been absent for more than 10 days or will be undertaking a medical leave.
- For Academic leaves, the Chair will need to send an email cc'ing the HR Manager to the Dean making him aware of the leave.

**Step 2**
- HR Manager will submit an Online Notification (OLN) to Homewood Health.
- Homewood Health (HHI) will assign the case to one of their Consultants
- For Academic Leaves, HR Manager will notify Employment Services and forward the email notification to the Dean if the leave is expected to be more than 20 days, as per the Faculty Agreement

**Step 3**
- Homewood Health Consultant will be responsible for working with the employee to get the proper medical updates from their doctor.
- Homewood Health will provide updates to the Supervisor and HR Manager via email.
- Homewood Health will engage Organizational Health and Effectiveness (OHE) as needed in the Return to Work process.
Administration of Responsibility Pay:


As per the language in this article, employees receive at least 5% if they are at the top of the scale, or they are to be placed on a step that is at least five percent above his/her base pay if they are not at the top.

The employee’s own grade and step should not be changed; they are paid a premium of at least five percent in addition to their normal pay for the period that they are receiving responsibility pay.

Determining Premium

To determine the premium, use their existing grade and step and calculate as follows: current base pay x % (minimum of 5%) = new salary while performing higher level duties.

Determining Grade and Step

Look at the salary scale in the employee’s own grade level for the closest step to the calculated amount (but not under) and put the dollar amount on the PAF or ePAF.

If the new salary while performing higher level duties is above the maximum of the salary scale for their grade level, put that dollar amount of the PAF or e-PAF.

Sample Calculations

Employee at Grade 7, performing higher level duties at the Grade 8 level:

- Current pay is Grade 7, Step 9 ($33.75/hr) X 1.05 = $35.44.
- Employee is at the top of the scale, so $35.44 is reflected on the PAF or e-PAF

Employee at Grade 2, performing higher level duties at the Grade 8 level:

- Current pay is Grade 2, Step 5 ($18.42/hr) X 1.05 = $19.34.
- Closest Step is Grade 2, Step 6.5 ($19.47) is the amount reflected on the PAF

*The employee is NOT paid at Grade 8, Step 1 ($27.03) as this would reflect a responsibility pay premium of 47%
Auxiliary Status Change to Regular – Effect on Vacation Pay:

NASA Agreement – Part A, Article 15.15 (b) (ii), Part B, Article 8.16 (b) (iii)

As per the collective agreement when an employee’s auxiliary position ends the vacation is paid out.

If an employee is auxiliary and is moving into a vacant regular position that has the same job fact sheet (same role) the department will collapse the vacant regular position and convert the existing auxiliary position into a regular position, completing a PIF and PAF with change in status. Vacation will not be paid out.
Recurring Term Appointments for Auxiliary employees:

NASA Agreement - Part A and B – 2.02 (b) (ii)

Recurring Terms will apply to Auxiliary appointments with the following conditions:

- Appointments must be greater than two years but not greater than 4 years.
- Must be Auxiliary Salary (with position number).
- Appointment letter must state inactive period.
- Active portion of appointment must be greater than 6 months.
- Double head count is not available – backfill will be Casual.
- 4 year + 1 day mark includes inactive period to be Regular Recurring.
- No service date adjustment.
- Review date must be adjusted.
Determining Overtime with Concurrent Jobs:

NASA Agreement
- Article 4 Operating – Hours of Work
- Article 6 Operating - Overtime
- Article 4 Trust – Hours of Work
- Article 5 Trust- Overtime
- Appendix G Operating
- Appendix B Trust

When an employee is a regular employee and obtains a concurrent position the concurrent position will automatically be coded as Auxiliary Hourly. The concurrent job must not be their “regular job/regular work.” The full time hours of the concurrent job must be in keeping with jobs of the same job title in the unit.

In the event that an employee holds a regular job which is 35 or 37.5 hours per week and obtains a concurrent job which is normally a 40 hour a week, overtime is determined with the following process.

If a full time regular employee obtains a different concurrent auxiliary hourly position that is of greater full time hours the cumulative overtime threshold will be the higher of the two.

Examples:

1. The employee has a regular 35 hour a week (7 hours a day) position, and obtains a different concurrent job for 5 hours a week (1 hour a day). Hours worked cannot exceed 8 hours in a day.

   Regular Position – 7.0 hours at 1X (straight time)
   Auxiliary Job – 1.0 hour at 1X (straight time)

   No overtime is paid as 8 hours work was not exceeded

2. The employee is required to work an extra hour in their regular 7 hour a day position as well as 1 hour in their concurrent position.

   Regular Position - 7.0 hours at 1X (straight time)
   - 1.0 hour at 1.5X (time and a half)
   Auxiliary Job – 1.0 hour at 1.5X (time and a half)

3. The employee is required to work their regular 7 hours, but is working 2 hours in their concurrent position.

   Regular Position – 7.0 hours at 1X (straight time)
   Auxiliary Job – 1.0 hour at 1X (straight time)
   – 1.0 hour at 1.5X (time and a half)

4. The employee is required to work their regular 7 hours a day and an additional 1 hour a day in the concurrent position but, work an additional 5 hours on a Saturday, thus exceeding 8 hours in a day or 40 hours in a week.

   Regular Position – 7.0 hours at 1X (straight time) (Monday thru Friday)
   Auxiliary Job – 1 hour at 1X straight time (Monday thru Friday)

   - 2.0 hours at 1.5X (time and a half) for the first 2 hours on Saturday
   - 3.0 hours at 2X (double time) for the remaining 3 hours on Saturday
Temporary Promotion of NASA Employees to Out of Scope Roles:

NASA Agreement
- Part A, Article 19, clause 19.05
- Part B, Article 13, clause 13.05

When NASA employees are temporarily promoted to out of scope Administrative Professional roles (APO, SOTS or TRAS), the following process will be followed.

- NASA employees appointed temporarily to perform professional / administrative / managerial duties will be processed as Temporary Promotions using the “Support Staff Appointment Letter – Temporary Transfer/Promotion (Secondment) template.

- These employees will remain NASA employees and all terms and conditions of the NASA Collective Agreement continue to apply (such as over-time, special leaves, PSSP contributions, benefits, etc.)

- Should a manager wish to increase the hours of the employee from 35 to 37.5 or 40 hours during the term of the temporary promotion it should be noted on the Support Staff Appointment Letter – Temporary Transfer/Promotion (Secondment Letter). When temporarily changing the hours for the employee, the corresponding pay increase should be determined as a minimum of 10% above their current hourly rate multiplied by the increased hours.

Notes:
- Responsibility pay applies in cases where a NASA employee assumes partial out of scope administrative professional duties.
- In cases where a NASA employee is temporarily promoted to perform duties of a Human Resources APO due to perceived potential conflict of interest, NASA will temporarily suspend the employee’s voting rights. As a result, the employee will be given the option to suspend or continue their NASA dues for the duration of the temporary appointment.
Protocol for employees moving from Casual Level 2 to Auxiliary status based on the Letter of Understanding in the NASA Agreement:

1. Central HR will notify HR Department when an employee reaches Casual Level 2 and Auxiliary status.

2. Once they reach a Casual Level 2 status, the HR Administrator will contact the Supervisor notifying them of the change and will advise them that position will need to be evaluated and posted prior to the employee reaching Auxiliary Status.

3. HR Administrator will work with the Supervisor in developing the JFS for Evaluation.
   - HR Administrator will send the JFS in for evaluation cc-ing the HR Manager
   - HR Administrator will post the position for a minimum of 5 days after the evaluation is determined.

* Supervisors are encouraged to recruit to their Casual positions if there is a strong likelihood that the position will be needed long term. Recruiting to the position at the beginning will cut down the process as the position will only need to be evaluated and will not need to be posted.
University of Alberta Immigration Services provides consultative advisory services to senior leaders, faculties/administrative units, staff, and non-Canadian residents on immigration matters with respect to the academic search process and recruitment strategies and practices.

Regulated Canadian Immigration Consultants (RCIC)

- facilitate the entry of foreign nationals into Canada
- resolve immigration-related issues for foreign academic staff, potential academic staff, and visitors to campus
- consult with individual foreign nationals regarding immigration status and requirements

Recruiting

- provide consultative advisory services around recruitment and hiring practices in relation to immigration legislation
- assist departments with the development and completion of Labour Market Impact Assessments (LMIA)s, and Transition Plans

Developing and Implementing Procedures and Processes

- enhance compliance and manage risk around immigration legislation and various programs, such as the Temporary Foreign Worker Program (TFWP) and the International Mobility Program (IMP).
- lead projects to improve efficiencies and immigration systems to facilitate practical, expeditious service.

Community Education and Training

- provide individuals with education and training regarding immigration-related legislation
- develop and deliver individual and group training for full-time, academic, high-skilled foreign nationals seeking Canadian permanent residence.
Applying for Permanent Residency (PR)

Immigration Services provides advice and guidance regarding permanent residence to academic full time, continuing University of Alberta staff members in high-skilled occupations. As these positions are permanent in nature, ESDC may require proof that the foreign national has made attempts to apply for PR prior to reviewing a 2nd or 3rd LMIA application. Currently, there are three full-time employees within Immigration Services that serve the University. Either in a group setting or individually, we advise interested foreign nationals on general timelines, qualifications, and how to prepare to apply for PR.

Although Immigration Services advise foreign nationals to apply for permanent residence, the process is driven by the individual to acquire Permanent Residency. Immigration Services is unable to prepare applications on behalf of foreign nationals and do not have the resources to do so. If a foreign national prefers a more hands-on approach to the PR process, they may hire a private RCIC or Immigration lawyer. They will still be required to relay all personal, educational, employment and residential information to the RCIC, as well as obtain the documents on their own. However, a private consultant will take care of all administrative duties and timelines on behalf of the client. The average fee for this service is ~$2000 for one person, plus all PR fees.

Foreign Visitor Category Assessments (FVCA)

Foreign Labour Category Assessments are completed by the Principle Investigator (PI). The submission form can be found on the following link.

https://apps.hrs.ualberta.ca/IMMS/Home/index

Once an FLCA is submitted, Immigration Services reviews the submission and follows up with the PI with further instructions.

*Please note that the ALES Human Resources Department does not play a role nor is accountable for any immigration activities mentioned above.

ALES Human Resources is accountable for the following activities related to Employment and Immigration.

- Posting Job Ad’s related to Foreign National Recruitment
- Maintaining Foreign National Recruitment competition files
- Completing and sending Labour Market Impact Assessments (LMIA) to Immigration Services processing
- Tracking Work Permits and advising Department Chairs and Supervisors of expiry dates.
- Ensuring proper speed codes are being used – No Tri-Council (NSERC, SSHERC, CIHR)
ALES HR Protocols and Procedures

Process of Recruitment:

1. Identify Recruitment Need
2. Job Advertisement
3. Candidate Screening
4. Testing (optional)
5. Interviews
6. Pre-employment Checks
7. Extension of Job Offer
8. Candidate Placement
ALES HR Protocols and Procedures

Process of Recruitment: Roles and Responsibilities

Supervisor

- Responsible for identifying the recruitment need.
- Responsible for emailing HR Administrator indicating
  - the position they would like to recruit to
  - request a job posting
  - indicate whether they would like HR to be on the panel
- Responsible for providing technical questions for the interview guide
- May conduct reference checks (this can be delegated to the HR Administrator)
- May extend job offer (this can be delegated to the HR Administrator)

HR Administrator

- Responsible for job posting
- Responsible for determining a Recruitment Plan with the Supervisor
- Responsible for scheduling candidates for interviews
- Responsible for developing and finalizing Interview Guide
- May take part in interviews if their schedule allows
- May conduct reference checks at the request of the Supervisor
- May extend job offer at the request of the Supervisor
- Responsible for completing a “Pre-hire” in HCM Campus Solutions
- Responsible for notifying HR Manager and Senior Financial Officer if the new hire will be paid through operating funds.
Expressions of Interest:

NASA Agreement
- Part A Article 19.01
- Part B Article 13.01
- Part C Article 10.01

When is an Expression of Interest appropriate versus following the posting provisions in the Collective Agreement:

When there is a vacancy or reorganization the department must decide if they will be working with the existing staff compliment of FTEs to accomplish the re-organization or fill a vacancy. The following is an example which outlines when an internal expression of interest is appropriate and when a posting is required.

**Example 1: Expression of Interest**

The department has 5 existing staff that all complete the same job, grade 7 analyst. The department has decided that they would like to create a grade 9 team lead position. They do not have additional money to create an entirely new team lead position, thus will require one of the existing staff to bring their current FTE with them into the team lead position (the department has enough money to compensate the difference in the grade 9 team lead position and the grade 7 analyst position).

If the department were to go out to the market place to recruit and hire a new grade 9 employee, then they would be forced to collapse an existing grade 7 analyst and disrupt an existing employee.

In this case it is entirely appropriate to conduct an expression of interest amongst the existing grade 7 analysts for the new team lead position without requiring to post.
Example 2: Expression of Interest or Posting

Similar to the example above the department wants to create a new grade 9 team lead position. However the department staff is made up of the following staff compliment:

1, Grade 6 Administrative Assistant
3, Grade 7 Analysts
4, Grade 7 Coordinators
2, Grade 5 Clerks

The department does not have funds for the new position and will either need to disrupt an existing employee or have an existing employee bring their current FTE into the new team lead position. The following are the options:

1) If there is a redundancy in another area you can disrupt that position and use that position to go towards the new grade 9 team lead, as per a typical reorganization.

2) If you feel there is a strong internal candidate for the new position, you can open the internal expression of interest to the whole group. The successful incumbent would of course need to bring their FTE with them into the new grade 9 position.

3) If you feel that there is a strong internal candidate for the new position, you can open the internal expression of interest up to the group of employees whose position(s) are most similar to the team lead, i.e. Analysts and Coordinators. Be prepared to have a rationale as to why the internal competition is only open to select employees and not others i.e. clerks or the administrative assistant. It should be based on the skills and abilities identified in the JFS, and select the positions that possess the same type of skills and abilities.
Example 3: Posting

The department has 5 existing staff that all complete the same job, grade 7 analyst. The department has decided that they would like to create a grade 9 team lead position. They have additional money to create an entirely new team lead position. They have identified one of the grade 7 analysts, Jane, who would be a great fit for the new team lead position. Because it is a new funded position, it will be need to go through the full posting process.

However the department may really want to offer the job to Jane, they argue that they will use Jane’s FTE to create the new team lead so should be able to conduct an expression of interest. However, they plan on backfilling Jane’s existing grade 7 role so that argument is not really true as they already have new money for the grade 9 and Jane will not be taking her funding with her as they will require it to backfill her grade 7 position.

In this case it is inappropriate to do an expression of interest.

New Process

1) Create the Job Fact Sheet and have it evaluated.
2) Determine if there is “new” money to fund the new position.
3) Create an internal advertisement for the position with an application end date
4) Send an internal email to eligible employees with the position advertisement and a copy of the Job Fact Sheet.
5) Have interested employees submit a cover letter and resume, or alternatively you may have an expression of interest form and resume submission.
6) Screen resumes to ensure that candidates meet the position requirements.
7) Contact all candidates who will not be interviewed and meet with them to advise them which position requirements they do not meet.
8) Formal interview will be conducted for all candidates who meet the position requirements.
9) Reference checks may be waived by the Supervisor.
10) Ensure that unsuccessful candidates are met with and a rationale is provided as to why they were not selected.
11) Ensure a new offer letter is provided to the successful candidate and that the JFS is reviewed with the candidate.
## Advertising Requirements by Appointment Type

<table>
<thead>
<tr>
<th>Appointment Type</th>
<th>Advertisement Required /Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty (Assistant/Associate/Full Professor)</td>
<td>Required – Minimum 5 days&lt;br&gt;</td>
</tr>
<tr>
<td></td>
<td>If considering Foreign Nationals – Minimum 30 Calendar Days&lt;br&gt;</td>
</tr>
<tr>
<td></td>
<td>Advertised Via – UofA Careers, CAUT, and University Affairs&lt;br&gt;</td>
</tr>
<tr>
<td>Administrative Professional Officer (APO)</td>
<td>Required – Minimum 5 days&lt;br&gt;</td>
</tr>
<tr>
<td></td>
<td>If considering Foreign Nationals –&lt;br&gt;</td>
</tr>
<tr>
<td></td>
<td>• UofA Careers and 2 industry-specific publications that are national in scope for 4 consecutive</td>
</tr>
<tr>
<td></td>
<td>weeks in the 3 month period prior to applying for an LMIA&lt;br&gt;</td>
</tr>
<tr>
<td></td>
<td>• *Canada Job Bank (must remain active until the Labour Market Impact Assessment (LMIA) is approved). If you choose not to advertise on the CJB, you must provide a written rationale with your LMIA application.&lt;br&gt;</td>
</tr>
<tr>
<td>Faculty Services Officer (FSO)</td>
<td>Required – Minimum 5 days&lt;br&gt;</td>
</tr>
<tr>
<td></td>
<td>• UofA Careers and 2 industry-specific publications that are national in scope for 4 consecutive</td>
</tr>
<tr>
<td></td>
<td>weeks in the 3 month period prior to applying for an LMIA&lt;br&gt;</td>
</tr>
<tr>
<td></td>
<td>• *Canada Job Bank (must remain active until the Labour Market Impact Assessment (LMIA) is approved). If you choose not to advertise on the CJB, you must provide a written rationale with your LMIA application.&lt;br&gt;</td>
</tr>
<tr>
<td>Trust/Research Academic (TRAS)</td>
<td>Recommended&lt;br&gt;</td>
</tr>
<tr>
<td></td>
<td>If considering Foreign Nationals – Minimum 30 Calendar Days&lt;br&gt;</td>
</tr>
<tr>
<td></td>
<td>Advertised Via – UofA Careers, CAUT, and University Affairs&lt;br&gt;</td>
</tr>
</tbody>
</table>
| Academic Teaching Staff Agreement (ATS) | Recommended  
If considering Foreign Nationals – Minimum 30 Calendar Days  
Advertised Via – UofA Careers, CAUT, and University Affairs |
| --- | --- |
| Temporary Administrative/Professional Staff (TAPS) | Recommended  
If Considering Foreign Nationals -  
- UofA Careers and 2 industry-specific publications that are national in scope for 4 consecutive weeks in the 3 month period prior to applying for an LMIA  
- *Canada Job Bank (must remain active until the Labour Market Impact Assessment (LMIA) is approved). If you choose not to advertise on the CJB, you must provide a written rationale with your LMIA application. |
| Support Staff – NASA positions | Casual – Recommended  
Auxiliary – Required  
Regular Part time – Required  
Regular Full time - Required |
# ALES HR Protocols and Procedures

## Job Evaluation and Recruitment:

<table>
<thead>
<tr>
<th>Appointment Type</th>
<th>Job Evaluation Required/Not Required</th>
<th>Advertisement Required/Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty (Assistant/Associate/Full Professor)</td>
<td>Not Required</td>
<td>Required – Minimum 5 days</td>
</tr>
<tr>
<td>Administrative Professional Officer (APO)</td>
<td>Required</td>
<td>Required – Minimum 5 days</td>
</tr>
<tr>
<td>Faculty Services Officer (FSO)</td>
<td>Required</td>
<td>Required – Minimum 5 days</td>
</tr>
<tr>
<td>Trust/Research Academic (TRAS)</td>
<td>Required - positions greater than 4 months</td>
<td>Recommended</td>
</tr>
<tr>
<td>Temporary Administrative/Professional Staff (TAPS)</td>
<td>Required – positions greater than 12 months</td>
<td>Recommended</td>
</tr>
<tr>
<td>Support Staff – NASA positions</td>
<td>Required – Auxiliary</td>
<td>Casual – Recommended</td>
</tr>
<tr>
<td></td>
<td>Regular Full time</td>
<td>Auxiliary – Required</td>
</tr>
<tr>
<td></td>
<td>Regular Part time</td>
<td>Regular Part time – Required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Regular Full time - Required</td>
</tr>
</tbody>
</table>

* A position must be also be evaluated and posted for a minimum of 5 days as per NASA’s Letter of Understanding for Auxiliary employees:
  - When an employee moves from Casual Level 2 to Auxiliary
  - When an employee moves from Auxiliary Hourly to Auxiliary Salary

Requests for Job Evaluation:
- Job Fact Sheets should be sent directly to the HR Manager. HR Manager will submit JOD requests.
- Requests for Job Evaluation are sent to the Job Evaluation team at Central HR through the following email – HRjod@ualberta.ca.
- Unencumbered positions may take up to **10 days** to evaluate.
- Encumbered positions may take up to **3 months** to evaluate.
- Non-Academic positions are evaluated based on the job factors outlined in the Aiken Plan.
- Academic positions are evaluated based on the job factors outlined in the Hay Plan.

Inquiries:
- Questions on the general job evaluation process may be directed to the HR Administrator.
- Questions regarding the method of evaluation may be directed to the HR Manager.
ALES Finance and Human Resources:
Common Procedures

Processing Off-Cycle Cheques:

Step 1
• Supervisor will send an email to their Human Resources Administrator requesting an off-cycle cheque.
• Supervisor will include the proper speedcode in the email from which the off-cycle will be paid. If the Faculty is covering the cost of the off-cycle, please discuss with SFO before proceeding.

Step 2
• The Human Resources Administrator will complete an Indent form requesting the off-cycle cheque and will forward it back to the Supervisor for their signature.
• Information required in the Indent includes but is not limited to: Employee Name, I.D Number, Speedcode, Pay Period, and reason for request.
• If the Faculty is covering the cost of the off-cycle, then the Human Resources Administrator needs to let the Finance Administrator know where the employee is being paid from in the department. This will allow the Finance Administrator to look for the fee and transfer it to the correct speedcode. Include this information as well as the pay period the off-cycle is for in the "Description" section of the Indent.

Step 3
• Once the HR Administrator receives the signed copy of the Indent from the Supervisor or SFO, they will forward the original to the appropriate Finance Administrator. HR Admin will save a copy to the H Drive under Indents and a copy to the physical file.
Changes to Operating Positions – New Hires:

**Step 1**
- Human Resources will work with the Faculty to fill the position by following proper recruitment processes and procedures.
- If the position was sent to Central HR for a JOD evaluation, the final JOD decision needs to be sent to the HR Manager and Senior Financial Officer.

**Step 2**
- Once a hiring decision is reached, the HR Administrator will notify the HR Manager and Senior Financial Officer of the details of the new hire including: NAME, START DATE, POSITION, SUPERVISOR, SPEEDCODE, and SECURITY ACCESS REQUESTS.

**Step 3**
- HR Administrator will complete a Pre-Hire in HCM Campus Solutions. HR Manager and Senior Financial Officer will complete necessary security access requests.
ALES Finance and Human Resources: Common Procedures

Processing Speedcode Changes:

1. Supervisor will notify their HR and Finance Administrator indicating the impending speedcode change.
2. HR Administrator will forward Supervisor’s email to the Finance Administrator if they are not already cc’d on the mail.
3. HR Administrator will complete an eForm for the speedcode change.
4. HR Team Lead will approve the eForm and will notify the Finance Team Lead of the speedcode change. Finance Team Lead will check-in with the Financial Administrator on the speedcode change to ensure transactions are completed on time.
Audit Requests:

Audit Requests are usually time sensitive. A typical audit request requires the following information:

- Offer letter
- eForm or PAF
- Screen shots of online timesheets
ALES Finance and Human Resources: Common Procedures

Team Communication Protocols:

The Finance Administrators in the Finance team will contact the Human Resource Administrators on the HR team when there are financial charges in error. In these cases, the Finance Administrator will require the following information from the Human Resources Administrator,

- Name of the Person
- Employee I.D
- Department Supervisor

Human Resources will look up the eForm or Pay Action Form to determine if the proper speedcode was sent to Central HR. If the proper speedcode was sent to Central HR, then the GL in HCM has not been updated in the system. In this case, the Human Resources Administrator will contact the Employment Advisor and Payroll to correct.
## Human Resources Overview:

<table>
<thead>
<tr>
<th>Funding support from:</th>
<th>AFNS</th>
<th>HECL</th>
<th>REES</th>
<th>RR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department</strong></td>
<td>GTA (Graduate Teaching Assistantship) Emergency</td>
<td>GTA (Graduate Teaching Assistantship)</td>
<td>GTA (Graduate Teaching Assistantship)</td>
<td>GTA (Graduate Teaching Assistantship) Emergency</td>
</tr>
<tr>
<td><strong>Supervisor</strong></td>
<td>GRA (Graduate Research Assistantship) GRAF (Graduate Research Assistantship Fund)</td>
<td>GRA (Graduate Research Assistantship)</td>
<td>GRA (Graduate Research Assistantship) GRAF (Graduate Research Assistantship Fund)</td>
<td>GRA (Graduate Research Assistantship) GRAF (Graduate Research Assistantship Fund)</td>
</tr>
<tr>
<td><strong>Scholarship</strong></td>
<td>Internal External</td>
<td>Internal External</td>
<td>Internal External</td>
<td>Internal External</td>
</tr>
<tr>
<td><strong>Self-funded</strong></td>
<td>Yes – student must confirm he/she has sufficient funds for duration of program.</td>
<td>Yes – student not required to confirm he/she has sufficient funds.</td>
<td>Yes – student not required to confirm he/she has sufficient funds.</td>
<td>Yes – student not required to confirm he/she has sufficient funds.</td>
</tr>
<tr>
<td><strong>Tuition Remission</strong></td>
<td>Paid by supervisor; partial (i.e. differential) or full; no reduction in supervisor funding.</td>
<td>No</td>
<td>Paid by supervisor; partial (i.e. differential) or full; no reduction in supervisor funding.</td>
<td>Paid by supervisor; partial (i.e. differential) or full; no reduction in supervisor funding.</td>
</tr>
<tr>
<td><strong>Ending Student Pay</strong></td>
<td>Yes if GTA/GRA contract expired No for GRAF unless student has completed program or supervisor proves lack of progress. See Section 3.10.</td>
<td>Yes if GRAF/GTA/ GRA contract expired</td>
<td>Yes if GRAF/GTA/ GRA contract expired</td>
<td>Yes if GRAF/GTA/ GRA contract expired</td>
</tr>
<tr>
<td><strong>Signatures on GRAF Offer Letters – Paid by Supervisor</strong></td>
<td>Associate Chair, Graduate Programs and Supervisor</td>
<td>Department Chair and Supervisor</td>
<td>Department Chair and Supervisor</td>
<td>Associate Chair, Graduate Programs and Supervisor</td>
</tr>
<tr>
<td><strong>Signatures on GRA Offer Letters – Paid by Supervisor or Dept.</strong></td>
<td>Associate Chair, Graduate Programs and Supervisor</td>
<td>Department Chair and Supervisor</td>
<td>Department Chair and Supervisor</td>
<td>Associate Chair, Graduate Programs and Supervisor</td>
</tr>
<tr>
<td><strong>Signatures on GTA Offer Letters – Paid by Dept.</strong></td>
<td>Assistant Chair and Instructor</td>
<td>Department Chair and Instructor</td>
<td>Department Chair and Instructor</td>
<td>Assistant Chair and Instructor</td>
</tr>
<tr>
<td><strong>Signatures on Offer Letters – Paid by Dept.</strong></td>
<td>Assistant Chair and Supervisor</td>
<td>Department Chair and Supervisor</td>
<td>Department Chair</td>
<td>Assistant Chair and Supervisor</td>
</tr>
</tbody>
</table>
Starting Student Pay:

GA emails list of new incoming students who will be receiving supervisory funding to HR Team each term

Student arrives at the UofA

Supervisor emails HR contact with pay details – monthly amount, start/end dates, speed code

HR sends Offer letter to supervisor and student

Supervisor and student sign letter and return letter to HR

HR saves letter to S file, prepares and submits EPAF

Copy of Study Permit and SIN required for students file; save in S drive (HR or GA to do)

Ending Student Pay:

HR completes EPAF to end students pay when

GA copies HR on email to student congratulating the student on the completion of their program. HR confirms with supervisor date to end student’s pay.

HE/REES/RR only: Supervisor emails HR contact requesting they end student pay on a specific date.

AFNS only: Supervisor emails HR contact requesting they end student pay on a specific date. HR contact discusses with GA appropriate steps to take as per department policy (Section 3.10).

HR confirms student’s GRAF/GTA/GRA contract has ended and submits EPAF to end pay.
Continuing Student Pay:

- **June 1**: HR emails supervisor requesting confirmation of students to be paid (request start/end dates, $$ value/month, speed code) by July 15 each year.

- **July 15 - 31**: Send offer letters to supervisor (cc student) for signature.

- **August 15**: Check with GA if student has completed program; see AFNS Standard Operating Procedure - Guidelines for Reporting Student Progress (Section 3.13).

- **AFNS - Check with GA if student has completed program; see AFNS Standard Operating Procedure - Guidelines for Reporting Student Progress (Section 3.13)**

- **Student completed program**
  - **Yes**: Save signed offer letter to student’s HR file on S drive; create EPAF; add pay details to database.
  - **No**: Email supervisor to confirm pay is continuing. Indicate cannot guarantee student will be paid on time if pay information received after August 15.

- **No**
  - **AFNS - Check with GA if student has completed program; see AFNS Standard Operating Procedure - Guidelines for Reporting Student Progress (Section 3.13)**
  - **HE/REES/RR - Request supervisor inform student; do not complete new offer letter**

- **No**: GA sends Emergency GRAF request to supervisor (see Section 10.6); HR does not end pay until confirmed by GA.

- **Yes**: HR ends student’s pay as per supervisor instruction.
ALES Graduate Programs and Human Resources

Graduate Student Pay: GRAF

GRAF – Graduate Research Assistantship Fund paid to students completing work related to their graduate program by their supervisor or department:

HR Team and Grad Team Responsibilities:

AFNS/REES/RR Continuing Students:

- HR Team prepares offer letters for all continuing students and sends to student (cc supervisor) with instructions to review letter with supervisor, return if corrections required OR add speed code (supervisor), sign letter (supervisor and student), and return to the HR Team. HR Team will obtain department signature, request study permit/SIN documents as needed, save signed letter to student’s folder on the S drive, prepare and submit an EPAF.
- At the end of the first month of each term HR and Grad Teams review HR database to ensure all students that should receive funding have been appointed.

AFNS/RR New Students:

- GA sends list of new students (include last name, first name, email address, student id#, program, pay amount – as per MOU(AFNS) or Supervisor Checklist(RR), supervisor), who will be receiving financial assistance from their supervisor to HR Team each term. GA updates the list when they know which students have arrived and which students are “no shows”.
- HR Team prepares offer letters for new graduate students and sends to faculty members (cc student) with instructions to review letter with student, return if corrections required OR add speed code (supervisor), sign letter (supervisor and student), give to student to return to HR Team. HR Team will obtain department signature, request study permit/SIN documents as needed, save signed letter to student’s folder on the S drive, prepare and submit an EPAF.
- At the end of the first month of each term HR and Grad Teams review HR database to ensure all students that should receive funding have been appointed.
### Graduate Student Pay:

#### REES New Students:

- Research and Academic Programs Manager updates the google sheet with student pay information (include last name, first name, pay amount, course number if applicable, speed code, start/end dates) when the department knows which students have arrived and which students are “no shows”.
- HR Team prepares offer letters for new students and sends to Research and Academic Programs Manager with instructions to review letter with student, return if corrections required OR sign letter (student and department chair), give to student to return to the HR Team. HR Team will request study permit/SIN documents as needed, save signed letter to student’s folder on the S drive, prepare and submit an EPAF.
- At the end of the first month of each term HR and Grad Teams review HR database to ensure all students that should receive funding have been appointed.

#### HECL New and Continuing Students:

- New and Continuing Students are not funded by supervisor or department under GRAF.
# ALES Graduate Programs and Human Resources

## Graduate Student Pay: GRA

**GRA** – Graduate Research Assistantship paid to students completing work NOT related to their graduate program either by their supervisor, another faculty member or a department:

### HR Team and Grad Team Responsibilities:

#### From Faculty member:
- Faculty member emails HR Team contact to set up a GRA. Email must include full name of student, job duties, # of hours per week, speed code, start and end dates. **NOTE:** GSA Collective Agreement governs the number of hours per week and student’s pay.
- HR Team prepares offer letters and sends to faculty members (cc student) with instructions to review letter with student, return if corrections required OR complete Time Use Guideline with student, sign guideline and letter (supervisor and student), give to student to return to the HR Team. HR Team will obtain department signature, request study permit/SIN documents as needed, save signed letter to student’s folder on the S drive, prepare and submit an EPAF.

#### From Department (HE only):
- APO/Chair update google sheet listing full name of student, start/end dates, job duties, speed code, # of hours per week, $$value and submits to HR Team.
- HR Team prepares offer letter(s) and sends to Chair with instructions to review letter, return if corrections required OR Chair signs the letter and requests the GRA supervisor complete the Time Use Guideline with student, signs guideline and letter (student and supervisor), give to student return to the HR Team. HR Team will request study permit/SIN documents as needed, save signed letter to student’s folder on the S drive, prepare and submit an EPAF.
ALES Graduate Programs and Human Resources

Graduate Student Pay: GTA

GTA – Graduate Teaching Assistantship paid to students assisting with a course in either Fall or Winter term by a department:

HR Team and Grad Team Responsibilities:

AFNS
- HR Team updates historical data and google sheet with current registration numbers and send to Assistant Chair.
- Assistant Chair updates google sheet confirming instructor and department TA/Marker allocations and returns to HR Team.
- HR Team emails instructors confirming department approvals and requesting names of TA’s and or Markers.
- If position is held by a graduate student:
  - HR Team prepares offer letters and sends to Assistant Chair with instructions to review letter, return if corrections required OR sign letter and return to HR Team.
  - Upon receipt of letter signed by department, the HR Team sends the Offer letter and Time Use Guideline form to the student (cc instructor) requesting the student and instructor complete Time Use Guideline together, sign guideline and letter (supervisor and student), and student returns documents to the HR Team. HR Team will request study permit/SIN documents as needed, save signed letter to student’s folder on the S drive, prepare and submit an EPAF.
- If position is held by a non-graduate student:
  - HR Team follows NASA employment appointment procedures. If undergrad, use the Non Graduate Student Employment form.

HECL
- HR team sends RA/TA application form to faculty members and graduate students; forms are completed and returned to the department (Chair, APO or EA)
- Chair/APO updates google sheet with RA/TA name, start and end dates, course name and number, speed code, $$value and submits to HR Team.
- HR team obtains speed code from supervisor, prepares offer letter(s) and sends to Chair/APO with instructions to review letter, return if corrections required or sign letter and return to HR team.
- HR team sends letter to student (cc supervisor) requesting student and supervisor complete Time Use Guideline, sign guideline and letter and return to the HR Team. HR Team will request study permit/SIN documents as needed, save signed letter to student’s folder on the S drive, prepare and submit an EPAF.
## ALES Graduate Programs and Human Resources

### REES
- HR Teams sends google sheet to Research and Academic Programs Manager to update with name of TA, start and end dates, course name and number, speed code, $$value and returns to HR team.
- HR Team prepares offer letter(s) and sends to Research and Academic Programs Manager with instructions to review letter, request corrections if required or sign and return to HR team.
- HR team sends Time Use Guideline and offer letter to student to sign and return to the HR Team. HR Team will request study permit/SIN documents as needed, save signed letter to student’s folder on the S drive, prepare and submit an EPAF.

### RR
- Assistant Chair prepares spread sheet confirming instructor and department approvals and returns to HR Team.
- Instructor emails HR Team confirming names of TA’s and or Markers.
- If position is held by a graduate student:
  - HR Team prepares offer letter and sends to Assistant Chair with instructions to review letter, return if corrections required OR sign letter and return to HR Team.
  - Section D of the offer letter (Maximum Hours Assigned Per Week) indicate number of hours per week and in brackets indicate max number of hours for the term - i.e. 4 hours per week (max of 60 hours for the term).
  - Upon receipt of letter signed by department, the HR Team sends the Graduate Student Employment form, Offer letter and Time Use Guideline form to the student (cc instructor) requesting the student and instructor complete Time Use Guideline together, instructor signs guideline and letter, student signs guideline and letter, and returns to the HR Team. HR Team will request study permit/SIN documents as needed, save signed letter to student’s folder on the S drive, prepare and submit an EPAF.
- If position is held by a non-graduate student:
  - HR Team sends the Non Graduate Student Employment form to the non-graduate student to complete and submit.
  - Upon receipt of the non-graduate student form, HR Team prepares offer letter(s) and sends to Assistant Chair with instructions to review letter, return if corrections required OR sign letter and return to HR Team.
  - Upon receipt of letter signed by department, the HR Team sends the offer letter to the non-graduate student (cc instructor) requesting the TA/marker and instructor complete Time Use Guideline together, instructor signs guideline and letter, TA/Marker signs guideline and letter, and returns to the HR Team. HR Team will request study permit/SIN documents as needed, save signed letter to student’s folder on the S drive, prepare and submit an EPAF.
AFNS – Graduate Student Pay

Funding for AFNS graduate students falls under the following categories:
- funding support from supervisor (GRAF or GRA);
- funding support from scholarship;
- self-funded;
- funding support from department (GTA or Emergency).

**Funding Support from Supervisor:**

**Department Minimum GRAFs:**
- MSc - $21,000 per year or $1,750 per month;
- PhD - $23,000 per year or $1,916.67 per month.

If a faculty member agrees to financial assistance for a graduate student (GRAF), funding must continue:
- until the student has completed his/her program. GA copies HR Team member on the email to the student and supervisor when a thesis approval form has been submitted to FGSR. HR Team member is responsible for contacting the supervisor to confirm an end date.
  - If a supervisor runs out of money before the student has completed his/her program, the supervisor can request an Emergency GRAF from department funds.
    - Supervisor completes Emergency GRAF form and submits to GA.
    - GA sends request to Assistant Chair, AFNS (Assistant Chair) for review and approval.
    - GA forwards department email to supervisor confirming department decision.
    - GA forwards department approval email to HR contact requesting they change the student’s pay (include id#, full name, start and end dates of GRAF Emergency, $$ value, speed code – GRAFU).
    - Update the GRAFU spreadsheet.
- until the student receives a scholarship in excess of the annual amount + tuition for one year (i.e. MSc Canadian student must be awarded a scholarship greater than $27,000 which is equal to $21,000 annual stipend + $6,000 tuition). Students receiving scholarships less than the annual amount + tuition for one year may receive a reduced stipend. The supervisor’s contribution in these cases is determined by using the following equation: Annual stipend + Tuition for one year – scholarship (i.e. MSc Canadian student receives a scholarship of $17,500 - $21,000 + $6,000 - $17,500 = $9,500 divided over 12 months = $791.67 to be paid monthly by the supervisor).
- supervisor demonstrates lack of progress. See section 3.9 Termination of Program, AFNS Standard Operating Procedure - Guidelines for Reporting Student Progress.
AFNS – Graduate Student Pay

Funding Support from Scholarship:

- External Scholarship – from student’s home country or external agency. Scholarship is paid directly to the student from the scholarship holder. No payroll paperwork is required from the UofA side.
- Internal Scholarship – offered through FGSR (Tri-Council, Vanier). FGSR prepares scholarship paperwork. No payroll paperwork is required from the ALES side.
- Department/Faculty of ALES Awards – see Section 5.2.1 for processing instructions for department or faculty held awards.

Self-funded:

- Student guarantees he/she has sufficient personal funds to support them throughout their program. Self-funded students are eligible to apply for UofA scholarships (department/ALES/FGSR) but are not eligible for Emergency GRAF.

Funding Support from Department:

The department offers funding for GTA (Graduate Teaching Assistantship) positions, Emergency funding requests and Tuition Awards only.

- GTA – student is paid 100% from the department for TA positions;
- Emergency Funding requests – see Funding Support from Supervisor in this section;
- Tuition Awards – see Section 5.2.1.5.
ALES Graduate Programs and Human Resources

AFNS Graduate Research Assistantship Funds (GRAF)

Emergency Application Form

<table>
<thead>
<tr>
<th>75/25 Split</th>
<th>PhD - $23,000 per annum</th>
<th>MSc - $21,000 per annum</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRAF Minimum Per Month</td>
<td>$1,916.67</td>
<td>$1,750</td>
</tr>
<tr>
<td>75% Department</td>
<td>$1,437.50</td>
<td>$1,312.50</td>
</tr>
<tr>
<td>25% Supervisor</td>
<td>$479.17</td>
<td>$437.50</td>
</tr>
</tbody>
</table>

GRAF Emergency Assistance: Approximately 38% of GRAF funds will be used to assist faculty members to fund graduate students when additional funds are not available.

GRAF Emergency Assistance: Application must be submitted by a Faculty member.

Eligibility: Faculty member includes the following with each application:
- Reason for the request (funding to support the student’s graduate program is no longer available due to rejection of research grant OR student’s program is taking longer than anticipated to complete);
- Student is in good standing academically;
- Research progress of student and time line for completion of student’s program;
- Justification of financial need (based on the finances of the supervisor);
- Financial support plan – review of efforts to obtain additional funds to support this graduate student’s program (i.e. list submitted proposals, proposals under development, awards student has applied for).

Student’s Name and ID: ____________________________
Supervisor: ____________________________
Degree: ____________________________
Start Date: ____________________________
End Date: ____________________________

Term Applying (check off each term you are applying for assistance): Sept-Dec Jan-April May-Aug

Attach Additional Information:

☐ GRAF Emergency Assistance

☐ Reason for the request
☐ Student is in good standing academically
☐ Committee Meeting forms and/or minutes
☐ Research progress of student and time line for completion of student’s program
☐ Justification of financial need (subject to review of supervisor’s financial records)
☐ List of Current Graduate Students and how they are funded

Updated 7/28/2017
Human Ecology (HE) – Graduate Student Pay

Funding for HE graduate students falls under the following categories:

- funding support from scholarship
- self-funded;
- funding support from department (GRA or GTA)
- funding support from supervisor (GRA or GRAF)

### Funding Support from Scholarship:

- External Scholarship – from student’s home country or external agency. Scholarship is paid directly to the student from the scholarship holder. No payroll paperwork is required from the UofA side.
- Internal Scholarship – offered through FGSR (Tri-Council, Vanier). FGSR prepares scholarship paperwork. No payroll paperwork is required from the ALES side.

### Self-funded:

- Student guarantees he/she has sufficient personal funds to support them throughout their program. Self-funded students are eligible to apply for UofA scholarships (department/ALES/FGSR).

### Funding Support from Department:

The department offers funding to support GRA (Graduate Research Assistantships) or GTA (Graduate Teaching Assistantships) only.

- GRA – student is paid either 100% from the faculty member supervising the student for the GRA or the supervising faculty member and department split the pay.
- GTA – student is paid 100% from the department for TA positions.

### Funding Support from Supervisor:

The supervisor may offer funding to support GRA (Graduate Research Assistantship; normally split with department funding) or GRAF (Graduate Research Assistantship Fellowship) only.

- GRA – student is paid either 100% from the faculty member supervising the student for the GRA or the supervising faculty member and department split the pay.
- GRAF – student is paid 100% from the faculty member supervising the student for work being completed towards their research project.
REES – Graduate Student Pay

Funding for REES graduate students falls under the following categories:
- funding support from department (GRAF or GTA);
- funding support from supervisor (GRAF or GRA);
- funding support from scholarship;
- self-funded.

**Funding Support from Department:**
- Funding support of a student’s program for the first 8 months of their graduate program at a value equal to 10 hrs per week as per the GSA Collective Agreement.
- GTA (Graduate Teaching Assistantships) positions - student is paid 100% from the department for TA positions.

**Funding Support from Supervisor:**
Upon completion of department funding, the supervisor agrees to financial assistance (GRAF) at a value equal to 12 hrs per week as per the GSA Collective Agreement. Funding for a graduate student continues until:
- the student has completed his/her program. GA sends email to HR Team contact (cc supervisor) to end student's pay when a thesis approval form has been submitted to FGSR for the student.
- the supervisor runs out of funds. Supervisor informs HR Team contact to end student’s pay.
- the student receives a scholarship. Supervisor informs HR Team contact the new amount to be paid.

**Funding Support from Scholarship:**
- External Scholarship – from student’s home country or external agency. Scholarship is paid directly to the student from the scholarship holder. No payroll paperwork is required from the UofA side.
- Internal Scholarship – offered through FGSR (Tri-Council, Vanier). FGSR prepares scholarship paperwork. No payroll paperwork is required from the ALES side.

**Self-funded:**
- Student guarantees he/she has sufficient personal funds to support them throughout their program. Self-funded students are eligible to apply for UofA scholarships (department/ALES/FGSR).
Renewable Resources – Graduate Student Pay

Funding for RR graduate students falls under the following categories:
- funding support from supervisor (GRAF or GRA);
- funding support from scholarship;
- self-funded;
- funding support from department (GTA or Emergency).

Funding Support from Supervisor:

Financial assistance (GRAF) from the supervisor normally continues until the:
- student has completed his/her program. GA sends email to HR Team contact (cc supervisor) to end student’s pay when a thesis approval form has been submitted to FGSR for the student.
- the supervisor runs out of funds. Supervisor informs HR Team contact to end student’s pay.
  - If a supervisor runs out of money before the student has completed his/her program, the supervisor or student can request emergency financial assistance:
    - Supervisor or student sends email to GA or Graduate Coordinator.
    - Graduate Coordinator reviews and approves the funding assistance requests and notifies the GA, student and supervisor.
    - Upon email approval, GA forwards email to HR contact requesting they change the student’s pay (include id#, full name, start and end dates of GRAF Emergency, $$ value, speed code – 18404).
- the student receives a scholarship. Supervisor informs HR Team contact the new amount to be paid.

To encourage students to finish within a reasonable length of time, supervisor provided funding is limited to:
- 2 yrs. MSc with 1 data chapter
- 2.5 yrs. MSc with 2 data chapters
- 4 yrs. PhD with 3 data chapters
- 4.5 yrs. PhD with 4 data chapters.

Funding Support from Scholarship:

- External Scholarship – from student’s home country or external agency. Scholarship is paid directly to the student from the scholarship holder. No payroll paperwork is required from the UofA side.
- Internal Scholarship – offered through FGSR (Tri-Council, Vanier, Doctoral Recruitment). FGSR prepares scholarship paperwork. No payroll paperwork is required from the ALES side.
- Department Awards – see Section 5.2.4 for processing instructions for department held awards.
Self-funded:

- Student guarantees he/she has sufficient personal funds to support them throughout their program. Self-funded students are eligible to apply for UofA scholarships (department/ALES/FGSR) but are not eligible for Emergency Department funding.

Funding Support from Department:

The department offers funding for GTA (Graduate Teaching Assistantship) positions or Emergency funding requests only.

- GTA – student is paid 100% from the department for TA positions.
- Emergency Funding requests – from student or supervisor to provide financial assistance to help the student complete their program. Considered on a case by case basis.
Graduate Student Pay: AFNS - GTA Procedures Flow Chart

HR Team Members reviews

- Timelines in May (Fall term) and October (Winter term), adjust dates and emails updated timelines to Assistant Chair. See sample email below.
- Contacts course management for enrollment report
- Updates stats and emails to Assistant Chair

Assistant Chair
will

Update stats documents with instructor name, indicate TA and/or Marker approval for each course and return to HR Team member

Fall Term Timeline
- May

Winter Term Timeline
- Nov
- Apr 8-15

Spring Term Timeline
- Apr 1
- Apr 18-25

HR updates timeline, request enrollment report, update stats and send to Assistant Chair

Assistant Chair returns TA/Marker approvals; HR Team Member emails instructors requesting TA/Marker names

Instructor confirms names, HR Team Member completes offer letters and submits to Assistant Chair who signs and returns to HR Team Member, letter sent to instructor and student for signature and returned to HR

HR Team Member completes EPAFs. Request for additional TA assistance made by the Assistant Chair after the term registration deadline

Aug/Sept
- Dec/Jan
- May 1
Sample Email from GTA Flow Chart for AFNS:

Here is the procedure to be followed for AFNS TA Appointments:

**HR/HR Admin.:**
- Step 1. Review timelines, adjust dates and email Assistant Chair updated timeline for each term (beginning of May for Fall term; beginning of October for Winter term)
- Step 2. Contact Francine Hodder requesting enrollment report for current term under review for TA appointments (i.e. reviewing Fall 2018 TA appointments, request Fall 2018 enrollment report).
- Step 3. Update stats and google sheet.
- Step 4. Email stats and enrollment report to Assistant Chair

**Assistant Chair:**
- Step 1. Update google sheet with instructor name
- Step 2. Indicate TA and/or Marker approval for each course.
- Step 3. Return stats document to HR Admin. to begin TA/Marker appointment process.

**Fall Term Timeline:**
1. **September 10** - EPAF’s must be entered and approved in the system for Sept 25 pay date
2. **August 15 to September 10** - HR Admin. to complete EPAF’s for TA/Marker appointments.
3. **July 31** - deadline for students to return signed offer letter, time use guideline and Grad Employment form to HR Admin.
4. **July 18** - HR Admin. to send offer letter, time use guideline, Grad Employment form to student requesting student and instructor complete time use guideline, sign offer letter and time use guideline, return both forms along with completed Grad Employment form to HR Admin. by July 31.
5. **July 16** - Assistant Chair to return signed offer letters to HR Admin.
6. **July 12** - HR Admin. to send offer letters to Assistant Chair for signature
7. **July 9** - Instructor deadline to confirm TA/Marker for their course
8. **June 20** - HR Admin. to email instructors with TA/Marker approvals for their course.
9. **June 15** - Assistant Chair to update google sheet with instructor name and TA/Marker approvals for HR Admin.
10. **May 31** - HR Admin. to send updated stats and enrollment report to Assistant Chair
11. **May 25** - HR Admin. to request enrollment report from Francine and updates stats and google sheet.
12. **May 1** - HR Admin. to update deadlines for TA/Marker appointment and email Assistant Chair.

**Winter Term Timeline:**
- **January 10** - HR Admin. must have all EPAF’s entered in the system
- **December 15** - deadline for students to submit signed offer letters to HR Admin.
- **December 4** - signed offer letter, time use guideline and Grad Employment form sent to students requesting they complete the time use guideline with the instructor, student and instructor sign the offer letter and time use guideline, student submits offer letter, time use guideline and Grad employment form to HR Admin. by December 15, 2017.
- **December 1** - Assistant Chair to return signed offer letters to HR Admin.
- **November 30** - completed offer letters to Assistant Chair for signature
- **November 24** - instructor deadline to indicate who will serve as TA/Markers for their course.
- **November 3** - HR Admin. emails instructors confirming number of TA/Markers approved for their course, requesting they email her the names by November 24, 2017. HR Admin. will process offer letters as the information comes in. For Non-grad appointments, HR Admin. will email the Non-Grad employment form before completing the offer letter.
- **October 31** - Assistant Chair to update google sheet with instructor name and TA/Marker approvals for HR Admin.
- **October 15** - HR Admin. to send updated stats and enrollment report to Assistant Chair
- **October 10** - HR Admin. to request enrollment report from Francine and updates stats and google sheet.
- **October 1** - HR Admin. to update deadlines for TA/Marker appointment and email Assistant Chair.
**Graduate Student Pay: HECL GTA Procedures Flow Chart**

- **April 1**: HR team emails RA/TA application forms to faculty members and graduate students
- **April 30**: Deadline to submit RA/TA forms to department
- **June 30**: Deadline for APO/Chair to update google sheet with RA/TA details
- **July 1**: HR team starts offer letters; contact supervisors for missing speed codes
- **July 15**: HR team sends offer letters to Chair for signature; update google sheet comments with status of letters
- **July 19**: Chair returns signed letters; updates google sheet comments with status; HR team sends offer letter, time use guideline to student (cc supervisor)
- **Aug 15**: Student returns signed offer letter, time use guidelines to HR team;
- **Aug 15-31**: HR team completes ePAF; updates google sheet with ePAF number
**Graduate Student Pay: REES GTA Procedures Flow Chart**

- **June 1**: HR team shares google sheet with Research and Academic Programs Manager.
- **July 1**: Research and Academic Programs Manager updates google sheet.
- **July 15**: HR team sends offer letters to Research and Academic Programs Manager for signature.
- **July 15-31**: HR team sends offer letters, time use guidelines to student (cc supervisor).
- **Aug 15**: Student returns signed letter and time use guidelines to HR team.
- **Aug 15-31**: HR team completes EPAFs.
Assistant Chair will:
- Prepare spreadsheets confirming instructor and department TA/Marker approvals for each course and submits to HR Team Member.
- Emails instructors with department approvals and requests they send student names to HR Team Member.

HR Team Member:
- Prepares offer letters and submits to Assistant Chair who signs and returns to HR Team Member, letter sent to instructor and student for signature and returned to HR.

**Fall Term Timeline**
- May: Receive spreadsheet/updates from Assistant Chair.
- June: Assistant Chair emails instructors requesting TA/Marker names/HR Team member sends reminder email to instructors.
- July: Instructor confirms names, HR Team Member completes offer letters and submits to Assistant Chair who signs and returns to HR. HR sends letter to instructor and student for signature and return to HR.
- Aug/Sep: HR Team Member completes EPAFs.

**Winter Term Timeline**
- Oct
- Nov
- Dec/Jun
Graduate Student Pay: Scholarships and Awards

Scholarship/Award – paid to students receiving an ALES Award where the endowment is held within the Faculty of ALES:

**HR Team and Grad Team Responsibilities:**

**Internal Faculty of ALES Award/Scholarship:**
- GA confirms funds available and speed code with Finance APO.
- GA sends signed award letter and student email confirming acceptance of the award to the HR Contact (cc Finance APO) requesting payment of the award to the student using speed code obtained from Finance APO. In the email include id#, full name, $$value, speed code.

**Internal UofA Award/Scholarship:**
- AFNS – if a student receives a scholarship in excess of the annual amount + tuition for one year (i.e. MSc Canadian student must be awarded a scholarship greater than $27,000 - $21,000 annual stipend + $6,000 tuition). Students receiving scholarships less than the annual amount + tuition for one year may receive a reduced stipend. The supervisor’s contribution in these cases is determined by using the following equation: Annual stipend + Tuition for one year – scholarship (i.e. MSc Canadian student receives a scholarship of $17,500: $21,000 + $6,000 - $17,500 = $9,500 divided over 12 months = $791.67 to be paid monthly by the supervisor).
  - GA sends award letter and calculation to student’s supervisor (cc HR Team) requesting the supervisor email their HR Team contact if they are reducing their financial assistance to the student as per the calculation.
- REES/RR - GA sends award letter to student’s supervisor (cc HR Team) requesting the supervisor email their HR Team contact if they are reducing their financial assistance to the student.

**External Award/Scholarship:**
- Not governed by Departments or University of Alberta.

**Travel Award** – limited funds available to graduate students in AFNS or RR who are presenting their research at a conference.

**HR Team and Grad Team Responsibilities:**

- AFNS Travel Award – GA forwards congratulation email to HR Contact requesting payment of the award to the student using speed code 00517. In the email include id#, full name, $$value, speed code.
- RR Travel Award – Student emails supporting documents as per travel award guidelines to GA. GA forwards email with supporting documents and the congratulation email to HR Contact requesting payment of the award to the student using speed code 18404. In the email include id#, full name, $$value, speed code (18404). Award is paid on a claim reimbursement basis after the conference. Supporting documents include:
  - Copy of FGSR Travel Award and/or GSA Travel Award letters or emails confirming they applied but were refused an award;
  - Original receipts for expenses incurred during travel to the conference.
Tuition Remissions:

The Grad Team is responsible for payment of Graduate Student tuition through a Tuition Remission form as requested by either the supervisor or as per the Terms of Reference for a Faculty of ALES held scholarship (i.e. Walsh Fellowship).

Graduate Administrator Instructions:

- **Supervisor Request:**
  - Upon receipt of email from supervisor requesting payment of tuition for a graduate student complete a tuition remission form (Grad HR database) with ID#, student name, speed code, $\$, term. If supervisor indicates he/she will pay the Fall and Winter tuition for a student look up the tuition amount in People Soft – Student Services Centre (Student) OR find the tuition amount through FGSR website.
  - Send to supervisor for signature, give to HR Team Lead for HR approval, scan and submit to Payroll.Operations@ualberta.ca. Put date submitted on hard copy and file in student’s paper file.

- **Scholarship Request:**
  - Using a calendar reminder complete the tuition remission form (Grad HR database) with ID#, student name, speed code, $$, term.
  - Send to supervisor or Dean for signature (depending on who has signing authority for the particular speed code), give to HR Team Lead for HR approval, scan and submit to Payroll.Operations@ualberta.ca. Put date submitted on hard copy and file in student’s paper file.

- **Department Request:**
  - AFNS offers Tuition Awards to Graduate Students (see Section 5.2.1.5). Complete tuition remission form using speed code GRAFU (multiple students can be listed on form).
  - Grad Administrator or Assistant Chair can sign the form, give to HR Team Lead for HR approval, scan and submit to Payroll.Operations@ualberta.ca and cc to Assistant Chair. Save scan copy to GRAFU folder on S drive, put date submitted on hard copy and file in GRAFU file.
  - Requests from other departments - upon receipt of email from department requesting payment of tuition for a graduate student complete a tuition remission form (Grad HR database) with ID#, student name, speed code, $\$, term. If required look up the tuition amount in People Soft – Student Services Centre (Student) OR find the tuition amount through FGSR website.
  - Obtain department signature, give to HR Team Lead for HR approval, scan and submit to Payroll.Operations@ualberta.ca and cc to department. Put date submitted on hard copy and file in student’s paper file.
ALES Graduate Programs and Human Resources

Paid Leave of Absence

HR team follows the GSA Collective Agreement for the following LOAs:

**Medical Leave** – physician/specialist/nurse practitioner report that meets requirements of FGSR Graduate Program Manual, Section 7.
- Student submits required paperwork to GA.
- GA obtains signatures, submits to FGSR and send LOA approval email to student and supervisor and cc’s HR team.
- Upon receipt of LOA approval email from the GA, HR team contacts supervisor regarding pay for student as per GSA Collective Agreement (see Section 10.12.1).
- Student is paid until the end of the current term. If supervisor cannot cover the leave from his/her grant, the leave must be paid by the department. If the medical leave is longer than the current term, student is on unpaid leave.
- Compassionate or Professional leaves are not covered and the student will be put on unpaid leave.

**Parental/Maternity Leave** – requires proof of pregnancy birth/adoption or physician’s report as per FGSR Graduate Program Manual, Section 7.
- Student submits required paperwork to GA.
- GA obtains signatures, submits to FGSR and sends LOA approval email to student and supervisor and cc’s HR team.
- Upon receipt of LOA approval email from GA, HR team contacts supervisor regarding pay for student as per GSA Collective Agreement (see Section 10.12.1).
- Paid Parental/Maternity Leave is only available if the granting agency will cover the paid leave benefits. If no coverage, Parental/Maternity Leave is unpaid.
- HR Admin will receive an email from the student confirming the dates for their maternity leave. HR Admin will then send an email to the Graduate Admin. to confirm that maternity leave has been approved before adjusting pay.
- If the research grant does not cover parental or maternity leave then the student is on unpaid leave.

**Paid Maternity leave for students funded through Tri-Council Research Grants (Section 10.12.2)**
- CIHR – if a student is paid from a CIHR research grant held by their supervisor, pay continues as per the GSA Collective Agreement using funds from the CIHR research grant. At the end of the paid maternity leave the HR Team Lead and the Finance Team Lead work with the supervisor and RSO to recover the parental leave pay.
- NSERC – if a student is paid from an NSERC research grant held by their supervisor, pay continues as per the GSA Collective Agreement using funds from a department operating account (AFNS – GRAFU; RR – 18404). At the end of the paid maternity leave the HR Team Lead and the Finance Team Lead work with the department and RSO to recover the parental leave pay.
- SSHRC – unknown process at this time.
GA approves LOA. Sends email confirmation to student, supervisor, HR team (cc Finance member).

Is LOA Medical/Maternity/Paternal leave?

Yes

Maternity leave

Paid by Tri-Council Research grant?

Yes

Follow steps in Section 10.10.2 Maternity Leave: Tri-Council Recovery

No

HR follows GSA Collective Agreement to pay student. If the research grant does not have maternity benefits, the leave is unpaid.

No

Student is on unpaid leave.

Parental Leave

Student is paid as per GSA Collective Agreement. If the research grant paying the student does not have parental benefits, the leave is unpaid.

Medical Leave

Student is paid until the end of the current term. If supervisor cannot cover the leave from his/her grant, the leave must be paid by the department. If the medical leave is longer than the current term, student is on unpaid medical leave.
Maternity Leave: Tri-Council Recovery

GA approves Maternity leave. Sends email confirmation to student, supervisor, HR team (cc Finance member).

HR Team checks if student is being paid by a Tri-Council Research Grant.

- Yes
  - CIHR
    - HR pays student as per GSA Collective Agreement from CIHR Research Grant and emails Finance to let them know recovery will be required.
    - When Maternity Leave completed HR/Finance Team Leads begin recovery of funds.
  - NSERC
    - HR contacts Department for operating speed code.
    - HR pays student as per GSA Collective Agreement from department operating speed code and emails Finance to let them know recovery will be required.
    - When Maternity Leave completed HR/Finance Team Leads begin recovery of funds.

- No
  - See Section 10.12.1. No recovery of funds required.
Grad-HR - Frequently Asked Questions (FAQs):

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can a grad student TA if he/she is not registered for that term?</td>
<td>Yes, but paid as staff; international students must have a work permit; cannot be on Leave of Absence (LOA).</td>
</tr>
<tr>
<td>Can a grad student TA if he/she is registered but will complete their program by the middle of the term.</td>
<td>Yes, as long as the student is registered for the term he/she is able to TA for the full term and be paid under the GSA Collective Agreement.</td>
</tr>
<tr>
<td>If an instructor in AFNS requests additional TA support when will the department confirm additional TA support?</td>
<td>After the term registration deadline when students can no longer add or drop courses.</td>
</tr>
<tr>
<td>Can a supervisor end a student’s pay in HE/REES/RR before he/she has completed their program?</td>
<td>Yes, as long as the contract (GRAF/GTA/GRA) has expired or supervisor can prove lack of progress.</td>
</tr>
<tr>
<td>Can a supervisor in AFNS end a student’s pay before he/she has completed their program?</td>
<td>No. Supervisor must continue to pay the student until he/she has completed the program or supervisor can prove lack of progress (see Section 3.10). Supervisor would apply for department emergency funds if no research funds are available.</td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>If a student’s contract has not expired but the student has completed their program can their pay be ended?</td>
<td>Yes, student pay is normally stopped at the end of the month the student defends or on a later date indicated by the supervisor. Later date cannot go beyond the end of the term the student defends. Student must obtain a work permit and be paid as an employee if supervisor wants to continue pay after the end of the term.</td>
</tr>
<tr>
<td>Is there a maximum number of external hours a student can work if he/she is being paid a stipend?</td>
<td>Yes, students can work at a job that is not related to their thesis. Guidelines and restrictions can be found in the GSA Collective Agreement – <a href="https://www.ualberta.ca/faculty-and-staff/my-employment/collective-agreements-and-handbooks">https://www.ualberta.ca/faculty-and-staff/my-employment/collective-agreements-and-handbooks</a>. Students must obtain approval for their supervisor and may work a maximum of 12 hours per week on work not related to their thesis if the supervisor approves.</td>
</tr>
<tr>
<td>Student has requested paid maternity leave for 6 weeks (i.e. April 1 to May 15) and the remaining 10 weeks paid maternity leave from Sept 1-Nov 15. Can this be approved?</td>
<td>Yes, students can split up the paid maternity letter. This is a very rare request.</td>
</tr>
<tr>
<td>Student has requested maternity leave but granting agency does not cover paid leave benefits. Can student still receive paid maternity leave?</td>
<td>No student must take unpaid maternity leave if the grant paying her stipend does not cover paid leave benefits.</td>
</tr>
</tbody>
</table>