• Feedback from Q1 Session
• Immigration Services update
• Conflict of Interest in Employment Procedure
• HR Business Services update
  • Payroll Update
  • HCM Google Site
  • eForms Update
  • Benefits Update
• Questions
• Those who found the topics to be relevant registered

• A total of 253 people registered for the sessions; a total of 178 participated
  • Tuesday, January 16: 53 participants
  • Thursday, January 18: 64 participants
  • Friday, January 19: 61 participants
Once the sessions were completed, a feedback form was sent via email to those who participated.

The purpose of the feedback will determine:

- If a need exists to hold HRS Information Sessions on a frequent basis – if so, how often
- Topics for future discussion
- Overall impression of the online format
- Comments and suggestions

Response Rate: 49%

Of the 178 participants, 87 responded.
• Majority of respondents felt the Information Sessions were Informative – 75%

• 86% are interested in attending more information sessions; only 2% said they would not be interested

• Majority would like to see sessions held on a fairly regular basis:
  • 40% Quarterly
  • 25% Monthly
  • 19.5 Bi-monthly (every two months)

• 91% said they would share the information with their colleagues and employees
• Really appreciated the format (despite a few technical challenges)

• Liked that they could participate from their offices – no travel time – especially those from other campuses

• Really liked the agenda and would like information presented to HR Practitioners on a regular basis

• Would like to expand on topics to include timely issues in HR; all areas (if and when there is something to discuss or present) represented at the session
• Changes or upgrades in HR
• eForm updates
• SBA, vacation pay-out, leaves (maternity and long-term)
• Any legislative changes that affect HR
• Hiring support staff with multiple records
• How to calculate hours when during closures and stat holidays
• Extension of CL1/CL2 contracts
• More information on Employment Standards and the impact the changes will have
• Roles and responsibilities of an “HR Practitioner”
• Overview of the units in HRS
• Payroll processing issues and improvements
• More details on Benefits
• Process changes
• Filling out forms properly
• Updates on HCM Peoplesoft – software fixes, reviewing email topics regarding this so they aren’t missed
• Benefits enrolment process
• Clarifications or changes made to the collective agreements, procedures and policies
• Recruitment and Job Evaluations
• Reports for Supervisors – How can Timekeeper help
Run online HRS Information Sessions on a quarterly basis (Jan-Mar, Apr-June, July-Sept, Oct-Dec) unless there is a need to provide an ad-hoc session

Continue to run three, hourly sessions to accommodate schedules every quarter

Incorporate all areas within HRS so updates, changes, topics can be presented to HR Practitioners
Immigration Services Update
- All Research Fellow requests must go through Post Graduate Medical Education (PGME) first
- Foreign national requires an official letter of employment from the university, written on university letterhead and signed by a senior administrator from the Postgraduate Medical Office
- Liability waiver must be signed stating there will be NO patient contact
- Foreign national must have a medical exam
To pay or not to pay… that is the question

- If a foreign national has been working without status, they must be paid for all work done to date
- Immigration Services must be notified and the foreign national must cease working immediately
- A foreign worker is permitted to work outside Canada without a work permit but cannot enter Canada to conduct any business related activities without a work permit
Short-term (15 or 30 days) work permit exemptions are for certain high-skilled workers and apply to foreign nationals coming to Canada to perform work that complies with the following conditions:

- be of a short duration (15 consecutive calendar days or 30 consecutive calendar days)
- be in an occupation that is listed in skill type 0 (management occupations) or skill level A of the National Occupational Classification (NOC)
- 15 consecutive days (and the foreign national has not been granted an exemption under the public policy facilitating entry into Canada for short-term work in the last 6 months)
- 30 consecutive days (and the foreign national has not been granted an exemption under the public policy facilitating entry into Canada for short-term work in the last 12 months)

Foreign nationals must provide evidence to satisfy immigration authorities that a short-term exemption applies. Evidence may include documents such as a job offer or contract from the employer attesting to the details of the work, descriptions of the duties, the NOC code of the occupation they will be performing and the period of employment.
A foreign national may be eligible to enter Canada for 120 consecutive calendar days under a work permit exemption if the following applies if they:

- Are coming to perform work for 120 consecutive days or less and has not been granted an exemption under the public policy facilitating entry into Canada for short term work in the last 12 months.
- Intend to perform work as a researcher.
- Have a significant role to play in or value to add to the research project and demonstrate academic excellence or expertise in a field related to the particular work to be undertaken. The position must reflect the experience and expertise of the applicant and the role they will play in the project.
- Only foreign nationals outside Canada are eligible for this exemption.

While most foreign nationals coming to Canada to perform research are likely to be professionals, undergraduate or graduate students MAY be considered under this exemption, subject to the criteria noted above.
Foreign nationals invited to campus are required to give their fingerprints and a photo (biometrics) when applying for a visitor visa, study or work permit (except U.S. nationals), or permanent residence outside of Canada. As of:

- **July 31, 2018** applicants from Europe, the Middle East and Africa require biometrics
- **December 31, 2018** applicants from Asia, Asia Pacific and the Americas require biometrics

Depending on citizenship, this may impact foreign nationals in the process of coming to campus.

Upon application to Immigration, Refugees and Citizenship Canada (IRCC) for a visitor visa, study or work permit, biometric requirements may be requested. To facilitate repeat travel to Canada, applicants need to give their biometrics once every 10 years. If biometrics were done previously as part of an application, the data may still be valid. If applying for the first time, biometrics are required unless the person is exempt.
If biometrics are required, the foreign national must go in person to an official biometrics collection service location. This includes:

- Application Support Centers located across the United States
- Visa Application Centres (VACs) located around the world

VACs are managed by private companies who are approved to provide specific services to IRCC applicants. Appointments must be scheduled. Biometric collection at the Canadian port of entry is open to eligible work or study permit applicants. A biometric fee of $85 CAD per person will apply.

Those applying for a visa, study or work permit or permanent residence who are currently in Canada are exempt until the in-Canada service is established.

More information can be found on the IRCC Biometrics Expansion web page. Please contact.
Conflict of Interest in Employment Procedure
Purpose

- To outline the steps in managing a Conflict of Interest (COI) when a University staff member is involved in hiring and employing a family member or associated individual.
family member

- spouse/partner
- individual related by blood, marriage or adoption

Associated individual

- Consensual personal relationship
- Business relationship
A conflict of interest in employment may occur:

- At the time of hire
- During the employment relationship, or
- Where a change in personal relationship has occurred during an existing employment relationship

A staff member must:

- Declare a conflict of interest when a family member or associated individual is being considered for a position*
- Declare a conflict of interest when a change in relationship occurs which re-defines the status of an employee to that of a family member or associated individual
- Take appropriate steps to manage the conflict of interest

A staff member may not:

- Participate in the hiring process or decision to employ a family member or associated individual
- Be involved in a formal reporting relationship with a family member or associated individual
- Have responsibility for or input to the terms of employment, performance reviews, compensation, benefits or formal working conditions of a family member or associated individual

* Detailed records must be kept outlining the steps taken in the hiring process and decision to employ the family member or associated individual.
A functional reporting relationship may exist between a staff member and the family member or associated individual in situations where, by virtue of their expertise and specific skills they work together (in a research laboratory, for instance) but only with the express approval of the Vice-President.

In these cases, the terms of employment, performance reviews, compensation, benefits and formal working conditions will be the responsibility of a neutral party, as approved by the Dean, Chair, Director or other Manager.
Thank you!

Please refer to UAPPOL for more information on the Conflict of Interest in Employment Procedure or Contact:

• HR Partnerships
• Faculty and Staff Relations
HR Business Services
The separate check process was designed to eliminate the distribution of taxes and deductions charged to scholarship payments (non taxable earnings). This process separates the check using the criteria of payment type (taxable vs non-taxable).

Examples:

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCD #0 - Reg Support job (taxable earning)</td>
<td>2 cheques</td>
</tr>
</tbody>
</table>
| RCD #1 Added a GRAF APPT – (non -taxable earning) | 1 for RCD # 0  
1 for RCD #1 |
| RCD #0 Cas Ft St  
No hours added but eligible for EFAP( tax)  
RCD #1 GRAF  
earn code 560(non-tax) | 2 cheques  
1 for RCDs #0 and #2  
1 for RCD #1 |
| RCD # 2 - code 003/550 (tax) | |

- Effective with pay period of February 16 – 28, 2018, students who have more than one appointment with taxable earnings and also receive a separate scholarship, award or bursary payment will now see two pay cheques
- A separate payment for each cheque will be sent to the bank resulting in two bank deposits
Effective January 1, 2018 Employment Standards changed on how Holiday Pay is calculated for Excluded Students and Academic Hourly employees.

- General Holiday pay is calculated as 5% of wages, general holiday pay, and vacation pay earned in the 4 weeks immediately preceding the holiday.

- General Holiday pay is currently being administered by Central HR and requires no action from the department at this time.

- If an employee works on the holiday, you will need to pay these hours at 1.5 X overtime (TRC 615) when entering the time. Do not key in stat pay off earn code 070

- HRS is working on building a PeopleSoft report that timekeepers/supervisors can run and it will enable them to enter a stat pay amount on the employees timesheet. We will provide a reference guide on how to run the report and T&L documentation will be updated

**Note:** This change does not impact NASA support staff. Hourly staff already receive holiday pay based on all hour worked and is included on each pay cheque.

- If a NASA staff member does not work, please DO NOT enter any time (the field should remain blank).

- If an employee does work, please refer to the NASA Collective Agreement or the Holiday Pay web page
Our commitment to timely and ongoing communication

PeopleSoft HCM

- IST and HRS have created a Google site to enhance improve and add visibility to any issues, updates, timelines and links to production notices & other supporting information related to HCM
- Access to site right now is open to all users across campus
- Site will be maintained and updated by IST/HRS
Post Doc appointments can now be processed through eForms but this is currently only applicable in HRS.

Approval workflow for Post Doc eForms needs to be configured. Once configuration and testing is completed it will be released across campus.

A quick reference guide has been created to assist eForm originators/approvers in processing the PDF eForms when available.

Until then Post Doc appointments must be processed via Pay Action Forms.

**Tax Treaty Exemptions**

- All employees working in Canada must contribute to both CPP and EI.
- For those Post Docs classified as employees they may not be eligible for tax exemptions under some provisions of the Income Tax Act and the tax treaties that may provide the opportunity for some tax relief.
Effective April 1, 2018, the employer paid monthly premium rates have changed

<table>
<thead>
<tr>
<th>Academic and Support Staff</th>
<th>Benefit Plan</th>
<th>Benefit Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic and Support Staff</td>
<td>Supplemental Health Care</td>
<td>Increase</td>
</tr>
<tr>
<td></td>
<td>Dental</td>
<td></td>
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<tr>
<td></td>
<td>Optional Dependent Life</td>
<td></td>
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<tr>
<td></td>
<td>EFAP</td>
<td>No Change</td>
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<td></td>
<td>Critical Illness</td>
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<td></td>
<td>Travel AD&amp;D</td>
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<tr>
<td></td>
<td>Occupational AD&amp;D</td>
<td></td>
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<tr>
<td>Academic Staff</td>
<td>Long Term Disability</td>
<td>No change</td>
</tr>
<tr>
<td>Support Staff</td>
<td>Long Term Disability</td>
<td>Increase</td>
</tr>
</tbody>
</table>

- Supplemental Health and Dental premium rates are now reflected as blended rates rather than single and family with the exception of premium rates for temporary academic agreements under 12 months.
- The blended rates are determined on the basis of the benefit costs across the Academic and Support Staff groups without differentiating employees who are single or with dependents.
- New this fiscal year: faculties and departments are responsible for all benefits costs.
Questions