HUMAN RESOURCES AND PAYROLL INFO

CONTACTS

Debbie Beaver, **Financial Assistant HR Contact**: Research related Casual/Hourly/undergrad Appointments, Travel Claims

Cat Walsh – **Graduate Co-ordinator**

Jamie-Lyn Ziegler – **Post Doc Appointments**

**Payroll Deadlines 2018**

**Monthly Payday**: Jan 30th, Feb 27th, March 28th, April 27th, May 30th, June 28th, July 30th, August 30, Sept 27th, Oct 30th, Nov 29th, Dec 28th.

**Semi-Monthly Hourly Time Sheet & Self Entry Deadline**: Jan 17, Feb 2, & 14, Mar 2, 14, & 29, April 16, May 4th & 18th, June 1st & 15th, July 3rd & 13th, August 1st & 17th, Sept 4th, 14th, & 28th, Oct 1st & 16th, Nov 2nd, 16th, & 30th, Dec 3rd & 14th.


*Please complete a personal information form as soon as you have decided to employee at student and bring it into Debbie in the General Office. Please allow two weeks from the time of submission of the form (depending on payroll cut-offs) to get employee entered into the payroll system. Forms are available on the website.*

**Types of appointment:**

**Casual Level 1** – Appointments are >12 months; to a total up to 1000 hrs

4% Vacation pay, 3.46% in lieu of stat holidays = 7.46%

**Casual Level I Full time Students** get an additional 1.5% premium pay = 8.96%

**Casual Level 11** – Total hours worked between 1001 – 1706 – some benefit entitlement

**Auxiliary Hourly**: Total hours worked 1707; after 12 month of continuous employment in one position - paid 10% in lieu of benefits.

**Auxiliary Salaried**: Hired by posted competition for 12 to 48 months.
Casual appointments are usually for less than a year. There is a progressive process called a “bucket” to collect all the hours worked over the time of the employment so the employee progress from one level to the other based on hours in the bucket.

Casual support staff can be hired to work either a standard 35 hrs a week, 37.5 or 40 hrs a week. So if you have more than one support positions on campus please make sure you are not in an overtime situation.

If an employee is non-Canadian a copy of a current work/study permit is required. Also a SIN# is required prior to hiring.

If collaborating with another trust holder or employee is working in another department please advise at the time of hiring to avoid and over time situation.

For additional information please go to Employee Types:
www.hrs.ualberta.ca/HiringandManaging/.../EmployeeTypes.aspx

***A brief description of job duties must be provided for all casual staff as Tri-council requires this info when the appointment is entered into PeopleSoft.***

**Employee Time entry**

Employee Self Service accessed through Bear Tracks provides access to your pay information, benefits and personal information. The following tutorials will provide step-by-step instructions about how to use each of the key areas available. [Sign In to Bear Tracks for Tutorial](#)

**Employee Pay Info & Change of address.**

Please make sure that you update your “bear Tracks records if your address has changed or upon termination so your documentation for tax purposes is sent to you.

**Electronic Funds Transfer**

It is mandatory for all staff and students who are continuing full-time, part-time, or casual, sign into Bear Tracks and complete in the banking information using the employee tab. If you do not sign up a paper check will be issued and you will have to walk over to 2-60; University Terrace to pick-up your pay check. ID is required and you will be required to complete the banking info at the time.