

GUIDELINE FOR SUPERVISORS AND ADMINISTRATORS
– PAYROLL PROCESSES FOR EMPLOYEE GROUPS UP TO APRIL 5, 2020 -
CONSIDERATIONS OF COVID-19 & THE WORKPLACE

BACKGROUND

McMaster continues to closely monitor developments around COVID-19. In a press conference on March 16, 2020 and reinforced on March 18, 2020, the Prime Minister stated that all Canadians should stay at home. This document, therefore, establishes key principles and recommendations in consideration of the University's shift to supporting only essential and required services for a temporary period of time, which is uncertain and dynamic, but understood to be at least until April 5, 2020.

PHILOSOPHY & APPROACH

As this situation continues to evolve, we will be guided by a consistent overall philosophy and key employee & labour relations principles:

1. As a Top Employer in the Hamilton-Niagara Region, McMaster University **values its people** and the important work they do in support of the University's mission and strategic priorities.
2. The University is committed to inclusive excellence and **long-term, collaborative relationships** with its faculty, staff, and union partners.
3. The health, safety and well-being of the McMaster community is a top priority. In accordance with the *Occupational Health and Safety Act*, the University must take **every reasonable precaution** to protect the health and safety of faculty and staff.
4. The University makes decisions affecting employment in a manner that **is fiscally responsible** and guided by **evidence-based** research, with a careful view toward fair and equitable decisions that are **affordable and sustainable** in the long term.
5. McMaster recognizes that its faculty and staff may need additional **flexibility, support, and understanding** as the circumstances with the COVID-19 pandemic continue to evolve, which must be balanced with the needs of the University and handled in a reasonable and equitable way.

PAYROLL DIRECTION FOR SUPERVISORS AND ADMINISTRATORS UP TO APRIL 5, 2020

The below direction will apply up to April 5, 2020, beyond which the University will assess based on additional evidence available, direction from public health or other government authorities.

Approach – Order of Priority	Details of Approach
<p>1. Work From Home</p>	<ul style="list-style-type: none"> • The majority of faculty and staff will be able to work from home effectively. • These arrangements are already largely underway and will continue. • Support materials to enable work at home decisions and arrangements are available: <ul style="list-style-type: none"> ○ Information-for-Supporting-Remote-Work-Arrangements.pdf • Pay will continue as usual for these individuals. <ul style="list-style-type: none"> ○ <i>Please refer to the “Payroll Procedures” section below for more details on how pay will be processed during this period up to April 5, 2020, including how to manage time reporting for employees who may have time pre-loaded with the 8-week average hours.</i>
<p>2. Employee Required to Report to Work on Campus or Affiliated Hospital</p>	<ul style="list-style-type: none"> • Certain employees perform essential or required duties that must continue in support of the university’s academic and research activities and that require physical presence on campus or at an affiliated hospital or clinical location. • Identified and approved at the Dean/AVP level, these employees will be expected to <u>report to work</u>. • Pay will continue as usual for these individuals. <ul style="list-style-type: none"> ○ <i>Please refer to the “Payroll Procedures” section below for more details on how pay will be processed during this period up to April 5, 2020, including how to manage time reporting for employees who may have time pre-loaded with the 8-week average hours.</i>
<p>3. No Work Available</p>	<ul style="list-style-type: none"> • Certain employees perform duties that are not essential or required in support of the university’s academic and research activities and that require physical presence on campus or at an affiliated hospital or clinical location. • Identified and approved at the Dean/AVP level, if confirmed that there are no alternative work arrangements possible, these employees will be <u>not working</u>, and the following will apply: <ul style="list-style-type: none"> ○ There will be no loss of regular pay up to April 5, 2020 for staff who would otherwise be regularly scheduled to work, based on their regular schedule or specified stipend, or an average of their recent 8 weeks’ regular earnings (<i>please see “Payroll Procedures” section below for more details</i>) if they have no regular schedule set-up in Mosaic.

HR-Payroll Procedures	Details of Procedures
<p>1. Payroll Procedures</p>	<ul style="list-style-type: none"> • Pay periods and payroll processing timelines are currently planned to continue as normal <i>(but this could potentially change based on any new developments)</i> <ul style="list-style-type: none"> ○ Refer to the payroll cut-off schedules posted on the HR website: <ul style="list-style-type: none"> ▪ SAM (Staff & Grad) - 2020-Payroll-Cutoff-Calendar-STAFF-2.pdf ▪ FAM (Faculty) - 2020-Payroll-Cutoff-Calendar-FACULTY.pdf • Methods that will be used to determine employee compensation during the period to April 5, 2020 will be as follows (regardless of whether Approach 1, 2 or 3 applies above): <ul style="list-style-type: none"> ○ Salary – salaried employees will continue to receive their normal compensation each pay period. <ul style="list-style-type: none"> ▪ Note: departments that are already reporting absences for their salaried employees (e.g.: for TMG) can continue to do so as per normal processes. ○ Stipends and Special Premiums – these payments will continue to pay as normal to employees each pay period, including ending per normal processes (e.g.: maximum total stipend amount is reached; stipend payment reaches its expiry date). ○ Exception-Based Schedules – employees set-up with a schedule in Mosaic, where only changes or exceptions to their schedule need to be reported, will be compensated for their regularly scheduled hours each pay period (i.e.: their scheduled hours are automatically approved and paid, unless an exception is reported). <ul style="list-style-type: none"> ▪ Optional Action Step: Exceptions or changes to scheduled hours for these employees can be reported and approved in Mosaic following standard procedures and timelines (e.g.: additional hours worked; shift premiums) ○ Positive Time Entry – employees who need to have their time entered and approved each pay period in order to receive their compensation (whether they have a normal schedule they work or have variable hours each week), will be administered in the following manner: <ul style="list-style-type: none"> ▪ For the pay period of March 8 to March 21: <ul style="list-style-type: none"> • Required Action Step: Department managers, time administrators and approvers should ensure that <u>all hours an employee worked and/or would have normally been expected/planned to work in this period are entered and approved</u> following standard procedures and timelines. <ul style="list-style-type: none"> ○ Tip – a few options for determining the hours to report, especially for the week of Mar 15 to 21st, as on-campus work is reduced: <ul style="list-style-type: none"> ▪ Use planned/scheduled hours, even if the shifts were cancelled ▪ Use the same hours as worked and reported in the first week of the pay period, or from the prior pay period ▪ Use an average from prior pay periods as described below

	<ul style="list-style-type: none"> ▪ For the pay period of March 22 to April 4: <ul style="list-style-type: none"> ★ • 8-week average regular hours will be pre-loaded into Mosaic - The HR-Payroll team will calculate an 8-week average for each employee's regular earnings based (i.e.: "REG" earnings code) on the finalized pay periods <u>between January 12, 2020 and March 7, 2020, inclusive</u>. The average weekly regular hours <u>will be pre-loaded into the Mosaic timesheet and will be automatically approved</u>. <ul style="list-style-type: none"> ○ Pre-load timeline: the target is to have this 8-week average time <u>pre-loaded into Mosaic by end of day Thursday March 26th</u>. A communication will be sent to all time administrators when the 8-week average time has been loaded in Mosaic. <ul style="list-style-type: none"> ▪ Tip – Ideally, for simplicity and to reduce duplication of effort, please do not start doing your positive time entry for the pay period of Mar 22 to Apr 4, until the communication is sent confirming the 8-week average time has been pre-loaded. (note: if you have already entered time, you do not need to remove it). ○ Optional Action Step: Once the pre-load is completed, if there are additions to the hours pre-loaded for these employees those hours can be reported and approved by time reporters and approvers in Mosaic following standard procedures and cut-off timelines (e.g.: additional hours worked above the calculated 8-week average). ○ Note: The "REG" earnings pre-loaded into Mosaic, will automatically have the vacation pay percentage added. ○ Refer to Appendix A for a summary chart, including employee group information.
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For questions or guidance, please contact our general HR Service Desk line at extension 22247 or via e-mail at hr.mcmaster@mcmaster.ca

For Faculty of Health Sciences questions, please contact your FHS HR Consultant: <https://fhs.mcmaster.ca/hr/FHSHRTeam.htm>

Appendix A

Type of Employee	Definition	Employee Groups	Pay Continuation	Department To Do:
Salaried	Any employee who is paid via their annual salary	TMG, MUFA, Clinical Faculty, CUPE Unit 3 (Post Docs), MUALA, Research Associates Academic, Non-Unionized Post Docs, Clinical Fellows	Salaried pay to continue	No review or updates required
Stipend Paid (Special Premium Payments)	Any employee who is paid via additional pay	CUPE Unit 1 (Teaching Assistants), CUPE Unit 2 (Sessional Lecturers), Academic and Clinical Stipends	Stipend pay to continue	No review or updates required
Exception Hourly (unionized)	Any unionized employee who is paid via the timesheet based off a set schedule	Unifor Unit 1, Unifor Unit 3, Unifor Unit 4, Unifor Unit 5 (FT), SEIU Hospitality (FT), Machinists, IUOE*	Scheduled pay to continue	Report any exceptions to regular schedule (example: if the employee worked hours greater than their regular schedule, or has an absence to report (vacation, sick))
Unionized Variable Schedule (Positive time entry)	Any employee who falls under a collective agreement, but does not have a set schedule	Unifor Unit 5 part-time Custodians, SEIU Hospitality (PT)	Based on what would have normally planned or scheduled; or alternatively the average earnings from 8 weeks (January 12, 2020 to March 7, 2020, inclusive)	Enter time and/or review time uploaded to timesheet. If employee worked more than the number of hours submitted, adjust the timesheet to report and approve the additional hours
Interim (temporary/casual) Exception Hourly time entry	Any employee who is an ESA governed employee, who is paid via the timesheet based off a set schedule	ESA (Interim Group)	Scheduled pay to continue	Report any exceptions to regular schedule (example: if the employee worked hours greater than their regular schedule)
Interim (temporary/casual) Positive time entry	Any employee who is an ESA governed employee and does not have a set schedule	ESA (Interim Group)	Average earnings from 8 weeks (January 12, 2020 to March 7, 2020, inclusive)	Review time uploaded to timesheet by HR. If employee worked more than the number of hours submitted, adjust the timesheet to report and approve the additional hours

**IUOE- Department will continue to manage their time capture as normal*

Reminder of Time Reporting Definitions:

- Hourly → Requires positive time entry and approval for all hours worked via the timesheet
- Exception Hourly → scheduled hours are automatically generated and paid; only exceptions to schedule needs to be reported & approved via the timesheet