

Monthly Updates

HR Network

August 17, 2022





Executive Welcome

Wanda McKenna

Welcome & Introductions



Wanda McKenna

Assistant Vice President and
Chief Human Resources
Officer



Kristen Watts

Project Manager, Strategic
Implementation Team



Alyssa Guarraci

Business Analyst,
Systems Strategy & Analytics








Michelle Jubinville

Senior Manager, Payroll
Services, Tax and Data
Compliance



What we will cover today

-  **Executive Welcome**
-  **Pre-Hire MacID eForm Training**
-  **Key Considerations for TA & Sessional Hires**
-  **August Payroll Calendar Review**
-  **Wrap Up**



Pre-Hire MacID eForm

Kristen Watts
Alyssa Guarraci

Context

Background

- Lead time required for a new employee to complete and return their full information (e.g.: banking, tax, benefits) required for HR to process the new hire and payroll set-up
 - Whereas the new MacID is needed sooner to allow set-up and onboarding activities prior to the employee's first day of work

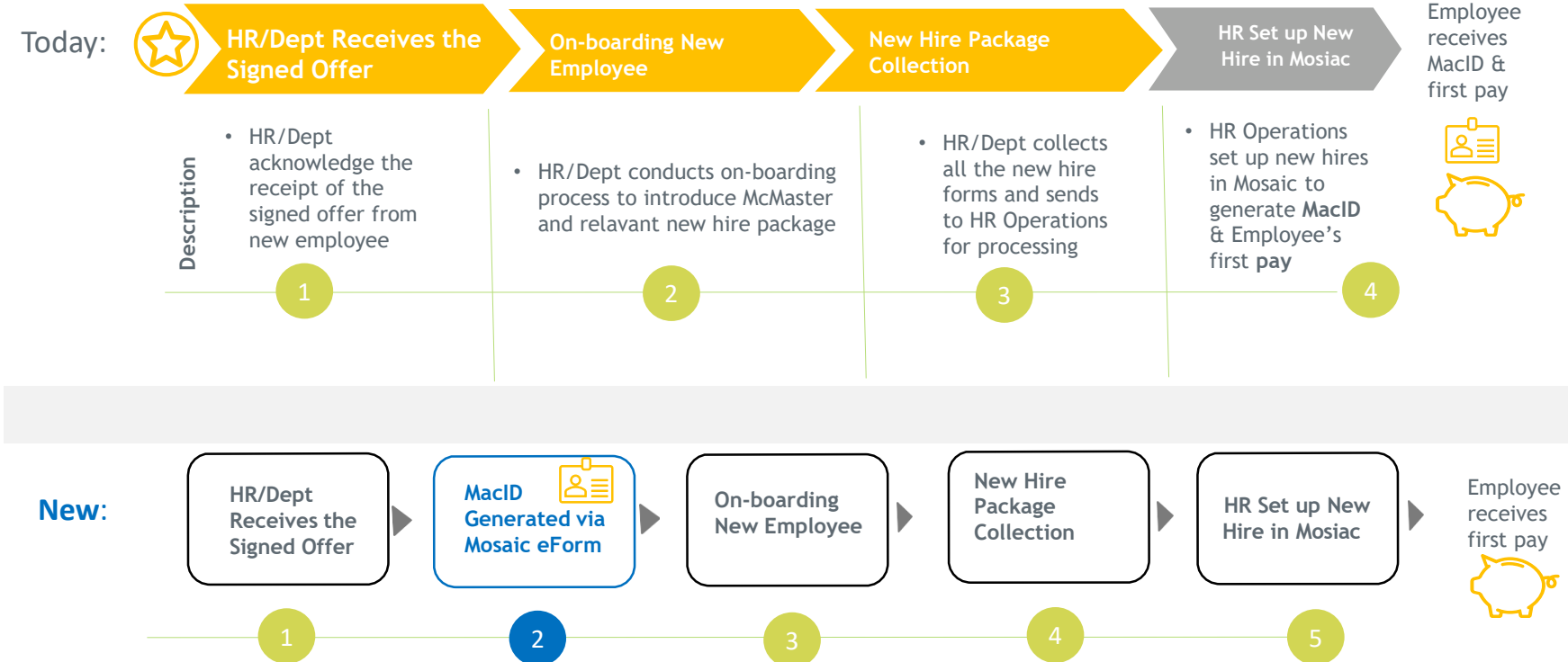
Solution

- HR Services, Enterprise Applications, and Information Security Services have developed a technical solution to expedite provisioning of the MacID to new employees during the 'pre-hire' stage
- 'Pre-hire' procedures are those that are completed after the job offer is accepted and before the new employee completes the hiring documentation and is hired in Mosaic

Defining Current vs Future State New Employee MacID Process

(Starting from when employee accepts the job offer to fully hired in Mosaic)

Following represents the current high-level new hire MacID process map and compares to the new pre-hire MacID workflow:



Process Overview

What we'll be covering



Future State Employee MacID Process



System Demo



Inputs into the MacID eForm



Roles & Responsibilities



eForm Delegations and Ad Hoc Approvers



Supports and Resources

Pre-Hire MacID eForm Project

- **What will this eForm do?**
 - Expedite provisioning of the MacID to new employees during the 'pre-hire' stage
- **What is a MacID?**
 - A MacID is a unique identifier provided to all McMaster Community Members to access university systems, resources, and applications.
- **When will the Employee have access?**
 - Access to Mosaic administrative HR and/or Finance components will not be provisioned until the employee's start date.
- **Who will have access to the eForm?**
 - Manager Administrator
 - Recruitment Coordinator
 - Recruitment Hiring Manager
 - HR Service Partner



Pre-Hire MacID eForm



This form can be used for **all employee groups**, except for Teaching Assistants, students and employees in the Work/Study program



This form can only be submitted **up to 1 month prior** to the employee's start date, with the exception of employees hired into MUFA and Clinical Faculty



The MacID/ Employee ID/ McMaster email address/ Barcode will need to be **provided to the new employee to be activated**



All hiring documents and information will continue to need to be sent to hr.mcmaster@mcmaster.ca for complete hire set up in Mosaic and payment

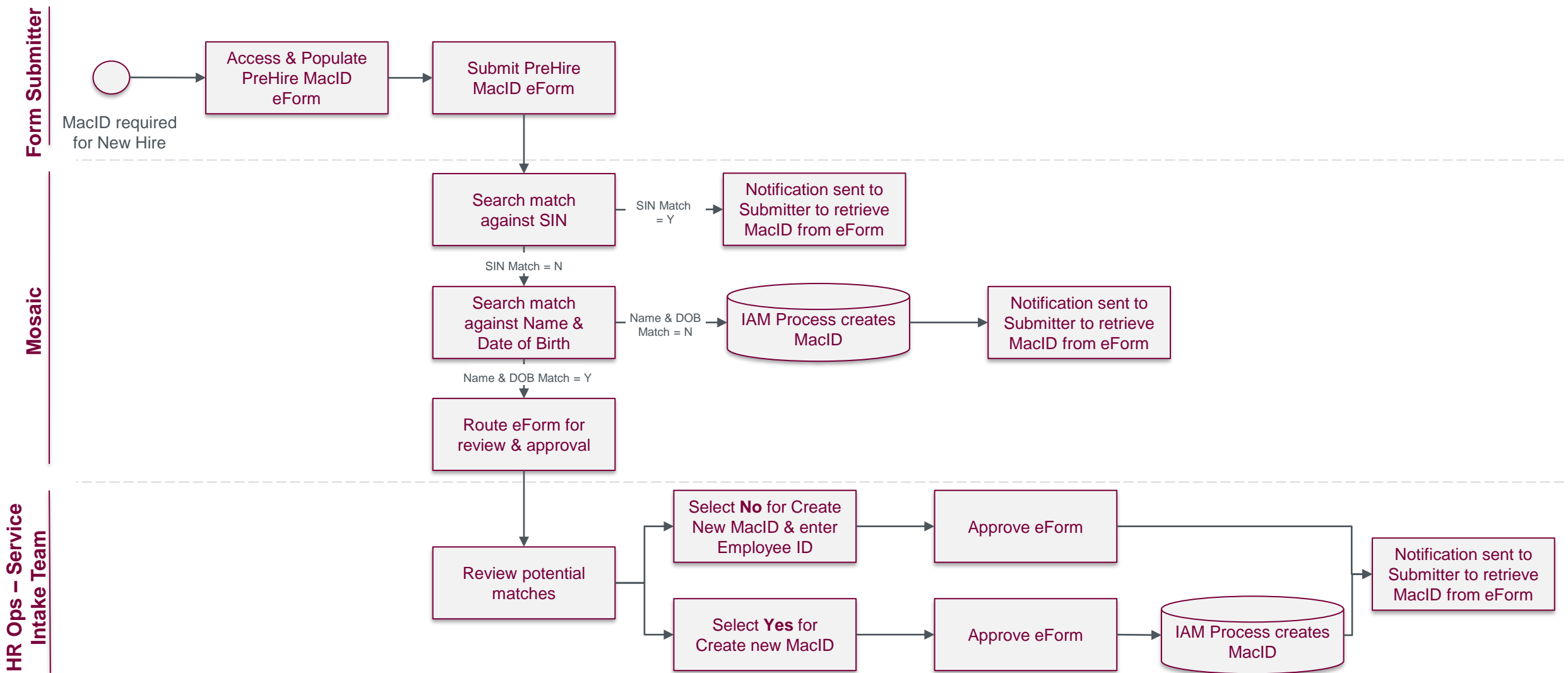
The screenshot displays the Pre-Hire MacID eForm interface. It is divided into two main sections: Employee Information and Employment Information. The Employee Information section includes fields for First Name, Last Name, Date of Birth, Personal Email Address, Marital Status, Gender, Social Insurance Number (SIN), Address Line 1, City, Province, Postal Code, and Country. The Employment Information section includes fields for Position Number, Position Title, Union Code, Department, Department Name, Job Opening ID, and Effective Date of Hire. Below the Employment Information section is a File Attachments table with columns for Attachment Required, Upload, Description, File Name, and Delete. A single row is visible with the attachment 'Signed Offer Letter'. At the bottom of the form are buttons for Save and Submit.

Attachment Required	Upload	Description	File Name	Delete
1	Upload	Signed Offer Letter		Delete

Pre-Hire MacID Solution should **not** be used:

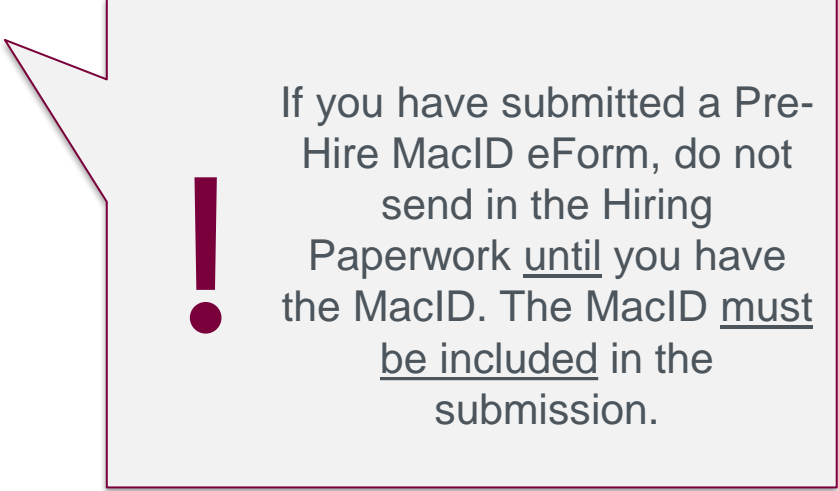
1. As a tool to retrieve the existing MacID for active employees;
2. For TAs or Students who have an existing MacID;
3. To replace the existing full hire process in Mosaic. The department will follow the existing process to submit the new hire documentation to hr.mcmaster@mcmaster.ca, including the new MacID information;
4. To change employee system access due to internal position movements;
5. By anyone who is not currently involved in the new hire documentation collection process

Pre-Hire MacID eForm Process



How do we determine if the eForm is needed?

- After the successful candidate has been chosen, and prior to the offer letter being signed, the Hiring Manager should confirm with the individual responsible for onboarding if a MacID is required in advance of the employee's start date



If you have submitted a Pre-Hire MacID eForm, do not send in the Hiring Paperwork until you have the MacID. The MacID must be included in the submission.

Who completes the Pre-Hire MacID eForm?

- This form should be completed by the person currently responsible for onboarding new employees (HR Representative, Hiring Manager, or Department Administrator)

System Demo

Process Update

- The Employee Contact & Deposit Form has been split into 2 Forms
 1. Employee Contact Form
 2. Employee Deposit Form
- Only the **Employee Contact Form** is required to complete and submit the Pre-Hire MacID eForm

McMaster University
EMPLOYEE DIRECT DEPOSIT FORM

INSTRUCTIONS FOR COMPLETION

- Be sure to complete all sections of the form below and sign the form in Section D
- For New Hires, return the completed form to your HR Representative
- For changes to Direct Deposit information, email to HR Operations at hr.mcmaster@mcmaster.ca
- Updates will be made in the pay period following receipt of the completed form or by the effective date, whichever date falls later.

A EMPLOYEE INFORMATION

Employee ID (if known)	Student ID (if known)
First Name	Last Name

B REQUESTED ACTION

<input type="radio"/> New Direct Deposit – First time set-up	Effective Date
<input type="radio"/> Change Direct Deposit	Effective Date

C DEPOSIT INFORMATION

McMaster pays employees by direct deposit - this ensures empl avoids lost or stolen cheques and forged endorsements. Please your financial institution when you submit this form. Handwritt

D AUTHORIZATION & SIGNATURE

I hereby authorize McMaster University to deposit my payroll payment in t

Signature	Date Signed (M/DD/YYYY)
Phone Number	Faculty / Depar

FIPPA NOTICE

The information on this form is collected under the authority of the F academic, administrative, employment-related, financial and/or stati admissions; registration and maintaining records; awards and schola access to information systems; alumni relations; and disclosure to or This information is protected and is being collected pursuant to sect Protection of Privacy Act of Ontario (RSO 1990). Questions regardin directed to the University Secretary, Gilmour Hall, Room 210 McMas

McMaster University
EMPLOYEE CONTACT INFORMATION FORM

INSTRUCTIONS FOR COMPLETION

- New Employees: Be sure to complete all sections of the form below and return to your HR Representative within one week of receipt.
- Employee Changes: Provide your full name and Employee ID, populate the required section of the form, then send to HR Operations at hr.mcmaster@mcmaster.ca.

A EMPLOYEE INFORMATION

Employee ID, if known (### ### ###)	Student ID, if applicable (### ### ###)	MacID (if known)
SIN(#####)		SIN Expiry Date (MM/DD/YYYY) (Please attach copy of Permanent Resident/Work or Student Authorization)
Salutation Select from li	Legal First Name*	Preferred Name
Gender	Date of Birth (MM/DD/YYYY)	Legal Middle Name
Citizenship Country	Marital Status	Surname*
Status if Not Canadian (Please attach copy of Permanent Resident/Work or Student Authorization)	Personal Email Address	

*Not a required field. HR and Payroll related reporting and communications will normally use the Legal First Name (e.g. for tax reporting to CRA)

B MAILING ADDRESS

No. & Street	City	Province
Country	Postal Code (### ###)	Telephone No. (###)###-####

C PERMANENT ADDRESS (if different from mailing)

No. & Street	City	Province
Country	Postal Code (### ###)	Telephone No. (###)###-####

D EMERGENCY CONTACT INFORMATION

Name	Relationship
Telephone No. (###)###-####	Alternate Telephone No. (###)###-####

FIPPA NOTICE

The information on this form is collected under the authority of the McMaster University Act, 1976. The information is used for the academic, administrative, employment-related, financial and/or statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni relations; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and is being collected pursuant to section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the University Secretary, Gilmour Hall, Room 210 McMaster University.

Inputs into the Pre-Hire MacID eForm

- ✓ Signed Offer Letter
- ✓ Employee Contact Information Form
- ✓ Position Number
- ✓ Effective Date of hire
- ✓ Job Opening ID (if applicable)

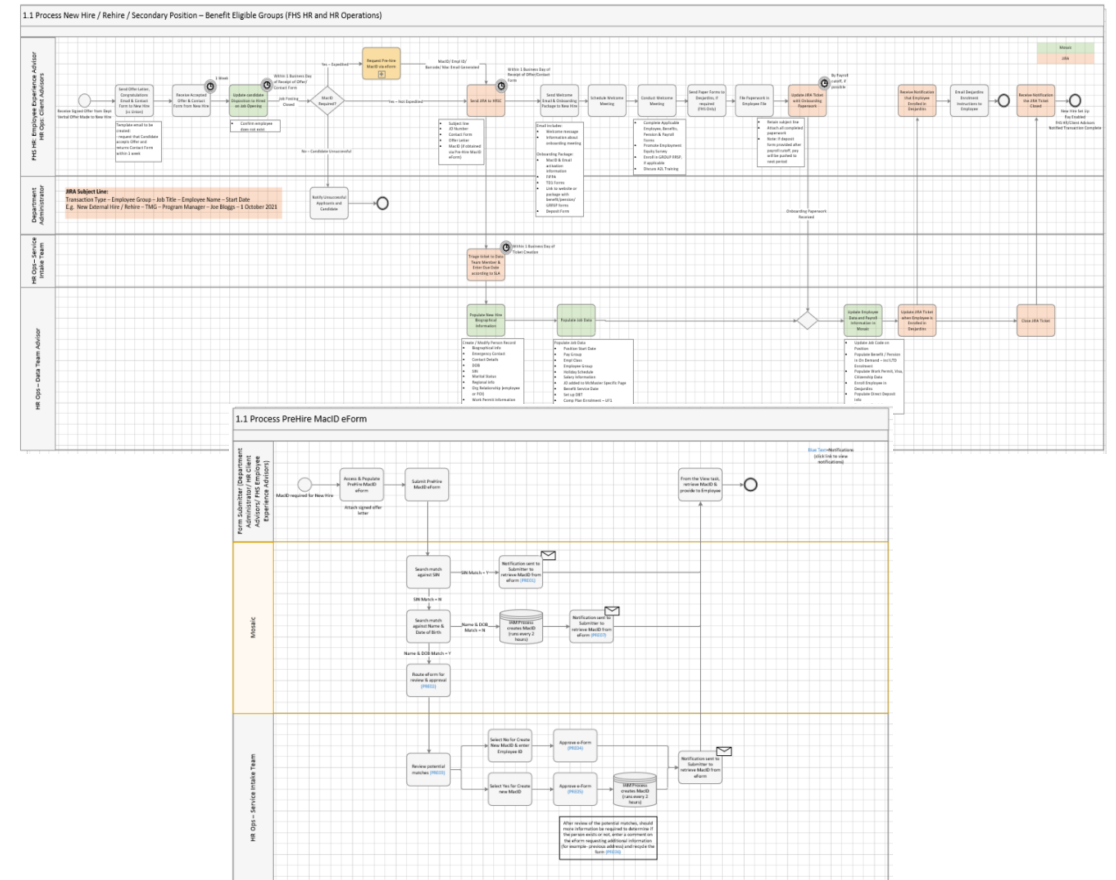
The image displays two versions of the 'EMPLOYEE CONTACT INFORMATION FORM' from McMaster University. On the left is a PDF form with sections A (Employee Information), B (Mailing Address), C (Permanent Address), and D (Emergency Contact Information). It includes fields for Employee ID, Student ID, MacID, SIN, legal name, date of birth, citizenship, and emergency contact details. A 'FIPPA NOTICE' is at the bottom. On the right is a screenshot of the web-based 'Pre-Hire MacID' form. It has a sidebar with navigation options like 'Request a Pre-Hire MacID eForm' and 'Approve a Pre-Hire MacID eForm'. The main area is divided into 'Employee Information' (with fields for first/last name, date of birth, email, marital status, gender, and SIN) and 'Employment Information' (with fields for position number, title, code, department, and job opening ID). A 'File Attachments' table at the bottom shows one attachment: 'Signed Offer Letter' with an 'Upload' button and a 'Delete' button.

Roles, Responsibilities and Resources

Refer to the [Summary Roles & Responsibilities](#) matrix for an overview of tasks required

Role	Responsibility	After-work Responsibility (after eForm submission/approval)
Department Initiator (for Interim Employee Hires)	<ul style="list-style-type: none"> Send offer letter, congratulations email, and employee forms to successful applicant Update candidate disposition to hired on job opening Obtain Employee Contact Information Form from Successful Applicant Determine if Pre-Hire MacID is required Initiate eForm and input accurate data Upload offer letter attachment 	<ul style="list-style-type: none"> Send Hiring Paperwork to hr.mcmaster@mcmaster.ca Provide MacID to new employee. Employee must activate their MacID <u>in order</u> for them to gain access to applicable systems
Client Advisor / Employee Experience Advisor (for Benefit Eligible Employee Hires)	<ul style="list-style-type: none"> Send offer letter, congratulations email, and employee forms to successful applicant Update candidate disposition to hired on job opening Obtain Employee Contact Information Form from Successful Applicant Determine if Pre-Hire MacID is required Initiate eForm and input accurate data Upload offer letter attachment 	<ul style="list-style-type: none"> Send Hiring Paperwork to hr.mcmaster@mcmaster.ca Provide MacID to new employee & department. Employee must activate their MacID <u>in order</u> for them to gain access to applicable systems Complete onboarding meeting Email Desjardins enrollment instructions to employee (if applicable) Upload Benefit Paperwork to JIRA File Paperwork in EE file
HR Strategic Partner	<ul style="list-style-type: none"> Send offer letter, congratulations email, and employee forms to successful applicant Update candidate disposition to hired on job opening Obtain Employee Contact Information Form from Successful Applicant Send offer letter to HR Client Advisor 	
Service Intake Team	<ul style="list-style-type: none"> Review eForm data for overall reasonability and accuracy Review Mosaic for any person matches to determine if new MacID is required or not If any of the matches provided by the system are a true match, provide the MacID to the submitter by filling in the Employee ID field on the approve task & selected NO to generate a MacID? Then approve the form. If there is no true match, select YES to generate a MacID? And approve the form Perform Final approval of all eForms 	<ul style="list-style-type: none"> Triage JIRA ticket to data team member & enter due date according to the SLA
Data Team		<ul style="list-style-type: none"> Complete Hire in Mosaic Update JIRA ticket when employee is enrolled in Desjardins Close JIRA ticket when hire has been completed

There is an [HR Process Map](#) which provides additional information for the Hire Process & Pre-Hire MacID eForm Process



Ad Hoc Approvers & Delegations

Delegations for Departments

- Department delegations are not required as there are no department approvals required on this form
- Row level security is applied to the form, so a person can view all of the Pre-Hire MacID eForms with position numbers in the department they have access to

Ad Hoc Approvers for Departments

- Not required on this eForm



What should I do if... ?

The Hire Date has already passed for the employee

- Do not submit the Pre-Hire MacID eForm; send all hiring paperwork to hr.mcmaster@mcmaster.ca

The employee has withdrawn their acceptance and a MacID was generated

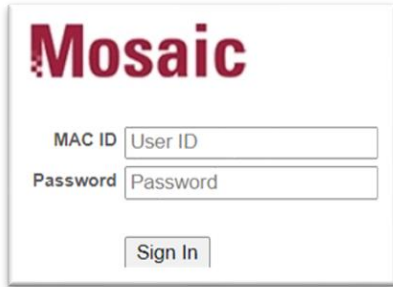
- Send an email to hr.mcmaster@mcmaster.ca with the following:
 - Subject Line: Withdrawn Acceptance- Cancel MacID
 - Employee Name
 - MacID & Employee ID
 - eForm ID

I entered the wrong information on the eForm and a MacID was generated

- Send an email to hr.mcmaster@mcmaster.ca with the following:
 - Subject Line: Incorrect Data Entered on Pre-Hire MacID eForm
 - Employee Name
 - MacID & Employee ID
 - eForm ID
 - Attach Employee contact information form

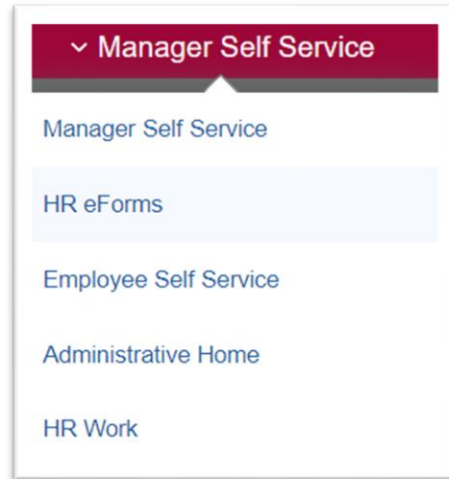
How to Access the Pre-Hire MacID eForm

1. Login to Mosaic at <https://mosaic.mcmaster.ca>



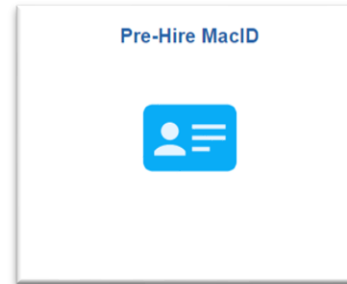
The Mosaic login form features the 'Mosaic' logo at the top left. Below it are two input fields: 'MAC ID' with 'User ID' as a placeholder and 'Password' with 'Password' as a placeholder. A 'Sign In' button is located at the bottom center of the form.

2. Navigate to **HR eForms** via the drop-down menu at the top of the page

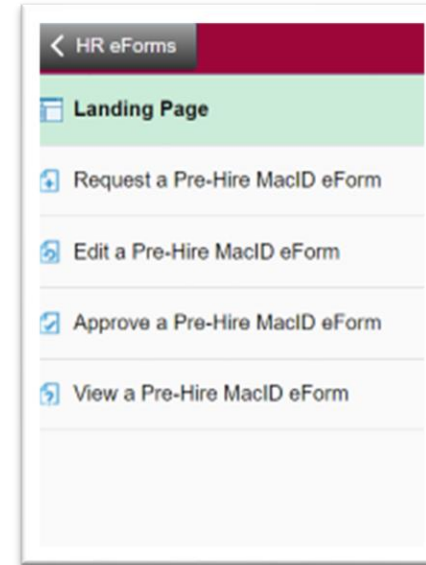


The dropdown menu is titled 'Manager Self Service' with a downward arrow. It lists several options: 'Manager Self Service', 'HR eForms' (highlighted in light blue), 'Employee Self Service', 'Administrative Home', and 'HR Work'.

3. Click on the **Pre-Hire MacID** Tile





4. View the Nav Collection on the left-hand side of the page and select the required transaction



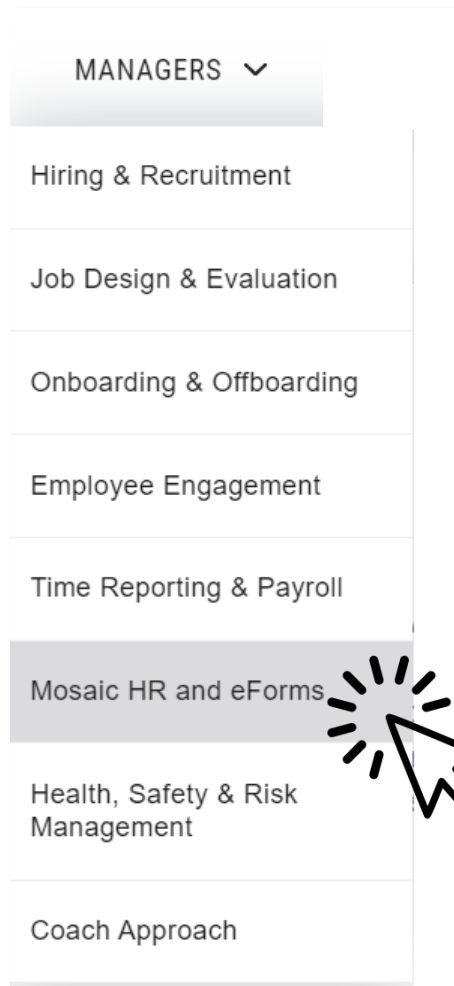
The navigation collection is titled 'HR eForms' and includes a back arrow. It lists four actions: 'Landing Page', 'Request a Pre-Hire MacID eForm', 'Edit a Pre-Hire MacID eForm', 'Approve a Pre-Hire MacID eForm', and 'View a Pre-Hire MacID eForm'. Each action has a small icon to its left.

- Request a new MacID
- Edit / Withdraw eForm
- Approve eForm (HR only)
- View eForm status

  Can't see the Navigation collection? Click on **blue tab icon** at left side of the screen anytime

Support Framework and Resources

Website: <https://hr.mcmaster.ca/managers/mosaic-hris-resources/mosaic-hr-eforms/>

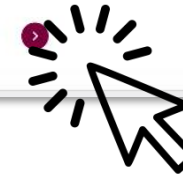


HR eForms

Resources and support in using HR eForms to submit:

- **Position Management Requests** (to request new positions or updates to existing positions)
- **Employee Change Requests** (to request transactions including contract extensions, terminations, retirements, compensation adjustments and schedule changes)
- **Pre-Hire MacID Requests** (to request an expedited MacID for a new employee)

Learn More



Support Framework and Resources

Website: <https://hr.mcmaster.ca/managers/mosaic-hris-resources/mosaic-hr-eforms/>

Human Resources • Managers • Mosaic HR and eForms • Mosaic HR eForms

Mosaic HR eForms

Mosaic HR eForms are used to manage the submission, approval, and processing of HR events. eForms automate form submission and approval steps. They also automatically update information in Mosaic so there is no need for duplicate data entry.

EDIT



OVERVIEW

POSITION MANAGEMENT EFORMS

EMPLOYEE CHANGE REQUEST EFORMS

PRE-HIRE MACID

RESOURCES

FAQ



OVERVIEW

+ What are eForms?

+ What's New for 2022?

Support Framework and Resources



Detailed **Job Aids** and **How-To Videos** will provide each user with step-by-step instructions on how to Submit, Manage and Approve all Mosaic HR eForms

A **Quick Reference Guide** provides a brief overview on how to Access, Search for and View the Approval Workflow of the eForms

GUIDES AND TUTORIALS

- HR eForm Quick Reference Guide**
 - Quick Reference Guide – Position Management
 - Quick Reference Guide – Employee Change Requests
- How to Submit an eForm**
 - Request New Position
 - Position Data Update
 - Termination
 - Retirement
 - Contract Extension
 - Compensation Adjustment
 - Schedule Change
 - Pre-Hire MacID
- How to Approve an eForm**
 - How-to-Guide
 - Video Tutorial
- How to Edit or Withdraw an eForm**
 - Position Management or Employee Change Request
 - Pre-Hire MacID
 - Video Tutorial
- How to View eForm Status & Approval Workflow**
 - How-to-Guide
 - Video Tutorial
- How to Insert an eForms Ad Hoc Approver**
- How to Delegate eForm Approval**

ADDITIONAL RESOURCES

- WEBSITE**
Mosaic Position Management eForms – Approval Workflows
A visual representation of the approval workflows for requesting a new position and updating position data
- WEBSITE**
Mosaic Employee Change Request eForms – Approval Workflows
A visual representation of the approval workflows for requesting employee change requests
- WEBSITE**
Position Management Queries
A table detailing the full list of all available reports on the HR Reporting Hub.
- WEBSITE**
Employee Group / Union Code to Account Code Mapping Tables
A visual representation of the salary and employee group decision tree
- WEBSITE**
HR Security Profiles
A visual representation of the HR security profile summary matrix
- RESOURCES**
Roles and Responsibilities for Pre-Hire MacID
Summary of Roles and Responsibilities for Pre-Hire MacID eForm

Support Framework and Resources

OVERVIEW	POSITION MANAGEMENT EFORMS	EMPLOYEE CHANGE REQUEST EFORMS	PRE-HIRE MACID EFORMS	RESOURCES	FAQ
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FREQUENTLY ASKED QUESTIONS

See below FAQs on topics related to **Mosaic HR eForms:**

- Access
- Approval Workflow
- eForm Functionality
- Faculty Requests
- Finance
- Position Management
- Navigation
- Recruitment
- Termination & Retirement
- Contract Extensions
- Pre-Hire MacID 
- Additional Topics

PRE-HIRE MACID

- + What if I made a typo on the Pre-Hire MacID eForm and the form is in authorized status?
- +  Do all Pre-Hire MacID eForms require approval?
- + Is there a way for me to edit the Pre-Hire MacID eForm?
- + Now that I have obtained the MacID through eForm, what should I do next when submitting the hiring package to complete the hire set up in Mosaic?
- + What should I do if I received the incorrect MacID for an existing employee?
- + What happens if I submitted a Pre-Hire MacID eForm for someone who worked at McMaster previously?
- + Does the employee need to do anything after receiving the MacID?

As a first step inquiry, **General FAQs** are maintained and updated continuously to reflect answers to popular inquiries.

For further information or specific questions, please reach out to:

CONTACT US

Call us: (905) 525-9140 ext. 222-HR

Email us: hr.mcmaster@mcmaster.ca





Key Process Information on TA & Sessional Hires

Michelle Jubinville

TA and Sessional Hires

Process Considerations



Pay Dates



Spreadsheet Submissions



MacDrive Storage



Email-Jira Ticket Information

Pay Dates

- **Sessional Faculty Pay Dates**

- Pay dates for the 2022/2023 terms have been identified and will be posted

- **First Pay Date**

- First pay date for TA and Sessional hires is Friday, September 23
- Hires need to be submitted to HR by Monday, September 12

- **Be aware of SGS database due dates**

- **5-Hour Mandatory TA Training**

- Will be paid out the 3rd pay each term
 - October 21, 2022 - Fall term
 - February 24, 2023 - Winter term
 - June 16, 2023 - Spring term
 - July 28, 2023 - Summer term

SESSIONAL FACULTY (CUPE) - PAY DATES 2022-2023

Fall 2022 Term
3 unit course = \$7,630.55 - Term 1
Payment Schedule: Sept. 23, 2022 - Dec. 30, 2022
Contract Dates: September 6, 2022 (first day worked) - December 23, 2022 (last day worked)

Pay Period	Pay Period Begin Date	Pay Period End Date	Pay Day	Payment #	Gross Amount
202219-SAM	4-Sep-2022	17-Sep-2022	23-Sep-2022	1	\$ 953.82
202219-SAM	18-Sep-2022	1-Oct-2022	7-Oct-2022	2	\$ 953.82
202221-SAM	2-Oct-2022	15-Oct-2022	21-Oct-2022	3	\$ 953.82
202222-SAM	16-Oct-2022	29-Oct-2022	4-Nov-2022	4	\$ 953.82
202223-SAM	30-Oct-2022	12-Nov-2022	18-Nov-2022	5	\$ 953.82
202224-SAM	13-Nov-2022	26-Nov-2022	2-Dec-2022	6	\$ 953.82
202225-SAM	27-Nov-2022	10-Dec-2022	16-Dec-2022	7	\$ 953.82
202226-SAM	11-Dec-2022	24-Dec-2022	30-Dec-2022	8	\$ 953.82
			TOTAL		\$ 7,630.55

Winter 2023 Term
3 unit course = \$7,630.55 - Term 2
Payment Schedule: Jan. 27, 2023 - April 21, 2023
Contract Dates: January 9, 2023 (first day worked) - April 14, 2023 (last day worked)

Pay Period	Pay Period Begin Date	Pay Period End Date	Pay Day	Payment #	Gross Amount
202302-SAM	9-Jan-2023	23-Jan-2023	27-Jan-2023	1	\$ 1,090.08
202303-SAM	22-Jan-2023	4-Feb-2023	10-Feb-2023	2	\$ 1,090.08
202304-SAM	5-Feb-2023	18-Feb-2023	24-Feb-2023	3	\$ 1,090.08
202305-SAM	19-Feb-2023	4-Mar-2023	10-Mar-2023	4	\$ 1,090.08
202306-SAM	5-Mar-2023	18-Mar-2023	24-Mar-2023	5	\$ 1,090.08
202307-SAM	19-Mar-2023	3-Apr-2023	7-Apr-2023	6	\$ 1,090.08
202308-SAM	2-Apr-2023	15-Apr-2023	21-Apr-2023	7	\$ 1,090.07
			TOTAL		\$ 7,630.55

Fall 2022/Winter 2023 Term
6 unit course = \$15,261.10 - Term 3
Payment Schedule: Sept. 23, 2022 - April 21, 2023
Contract Dates: September 6, 2022 (first day worked) - April 14, 2023 (last day worked)

Pay Period	Pay Period Begin Date	Pay Period End Date	Pay Day	Payment #	Gross Amount
202219-SAM	4-Sep-2022	17-Sep-2022	23-Sep-2022	1	\$ 953.82
202219-SAM	18-Sep-2022	1-Oct-2022	7-Oct-2022	2	\$ 953.82
202221-SAM	2-Oct-2022	15-Oct-2022	21-Oct-2022	3	\$ 953.82
202222-SAM	16-Oct-2022	29-Oct-2022	4-Nov-2022	4	\$ 953.82
202223-SAM	30-Oct-2022	12-Nov-2022	18-Nov-2022	5	\$ 953.82
202224-SAM	13-Nov-2022	26-Nov-2022	2-Dec-2022	6	\$ 953.82
202225-SAM	27-Nov-2022	10-Dec-2022	16-Dec-2022	7	\$ 953.82
202226-SAM	11-Dec-2022	24-Dec-2022	30-Dec-2022	8	\$ 953.82
202301-SAM	25-Dec-2022	7-Jan-2023	13-Jan-2023	9	\$ 953.82
202302-SAM	9-Jan-2023	23-Jan-2023	27-Jan-2023	10	\$ 953.82
202303-SAM	22-Jan-2023	4-Feb-2023	10-Feb-2023	11	\$ 953.82
202304-SAM	5-Feb-2023	18-Feb-2023	24-Feb-2023	12	\$ 953.82
202305-SAM	19-Feb-2023	4-Mar-2023	10-Mar-2023	13	\$ 953.82
202306-SAM	5-Mar-2023	18-Mar-2023	24-Mar-2023	14	\$ 953.82
202307-SAM	19-Mar-2023	3-Apr-2023	7-Apr-2023	15	\$ 953.82
202308-SAM	2-Apr-2023	15-Apr-2023	21-Apr-2023	16	\$ 953.80
			TOTAL		\$ 15,261.10

Spring 2023 Term
3 unit course = \$7630.55 - Term 1
Payment Schedule: May 19, 2023 - June 30, 2023
Contract Dates: May 1, 2023 (first day worked) - June 16, 2023 (last day worked)

Pay Period	Pay Period Begin Date	Pay Period End Date	Pay Day	Payment #	Gross Amount
202310-SAM	30-Apr-2023	13-May-2023	19-May-2023	1	\$ 1,907.64
202311-SAM	14-May-2023	27-May-2023	2-Jun-2023	2	\$ 1,907.64
202312-SAM	28-May-2023	10-Jun-2023	16-Jun-2023	3	\$ 1,907.64
202313-SAM	11-Jun-2023	24-Jun-2023	30-Jun-2023	4	\$ 1,907.63
			TOTAL		\$ 7,630.55

Summer 2023 Term
3 unit course = \$7630.55 - Term 2
Payment Schedule: June 30, 2023 - August 11, 2023
Contract Dates: June 19, 2023 (first day worked) - August 4, 2023 (last day worked)

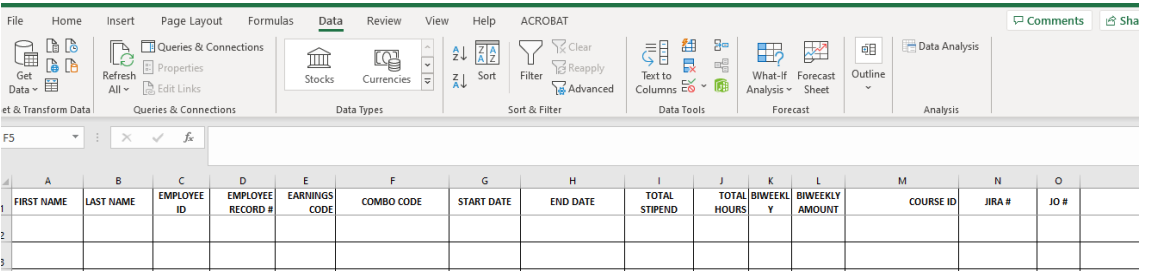
Pay Period	Pay Period Begin Date	Pay Period End Date	Pay Day	Payment #	Gross Amount
202314-SAM	11-Jun-2023	24-Jun-2023	30-Jun-2023	1	\$ 1,907.64
202315-SAM	25-Jun-2023	8-Jul-2023	14-Jul-2023	2	\$ 1,907.64
202315-SAM	9-Jul-2023	22-Jul-2023	28-Jul-2023	3	\$ 1,907.64
202316-SAM	23-Jul-2023	5-Aug-2023	11-Aug-2023	4	\$ 1,907.63
			TOTAL		\$ 7,630.55

Spring/Summer 2023 Term
6 unit course = \$15,261.10 - Term 3
Payment Schedule: May 19, 2023 - August 11, 2023
Contract Dates: May 1, 2023 (first day worked) - August 4, 2023 (last day worked)

Pay Period	Pay Period Begin Date	Pay Period End Date	Pay Day	Payment #	Gross Amount
202310-SAM	30-Apr-2023	13-May-2023	19-May-2023	1	\$ 2,180.16
202311-SAM	14-May-2023	27-May-2023	2-Jun-2023	2	\$ 2,180.16
202312-SAM	28-May-2023	10-Jun-2023	16-Jun-2023	3	\$ 2,180.16
202313-SAM	11-Jun-2023	24-Jun-2023	30-Jun-2023	4	\$ 2,180.16
202314-SAM	25-Jun-2023	8-Jul-2023	14-Jul-2023	5	\$ 2,180.16
202315-SAM	9-Jul-2023	22-Jul-2023	28-Jul-2023	6	\$ 2,180.16
202316-SAM	23-Jul-2023	5-Aug-2023	11-Aug-2023	7	\$ 2,180.14
			TOTAL		\$ 15,261.10

Spreadsheet Submissions

- **Spreadsheet Dos and Don'ts**
 - Do:
 - Separate different terms
 - Group different position types together (TA vs Sessional)
 - Provide employee ID/Student ID, course and section codes as applicable
 - Do not:
 - Include extra department information
 - Colour code
 - Add 5-hour mandatory training into the total TA contract hours
- **HR Operations can provide a sample spreadsheet**

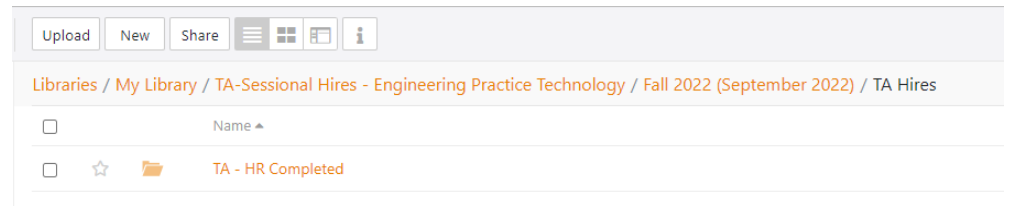
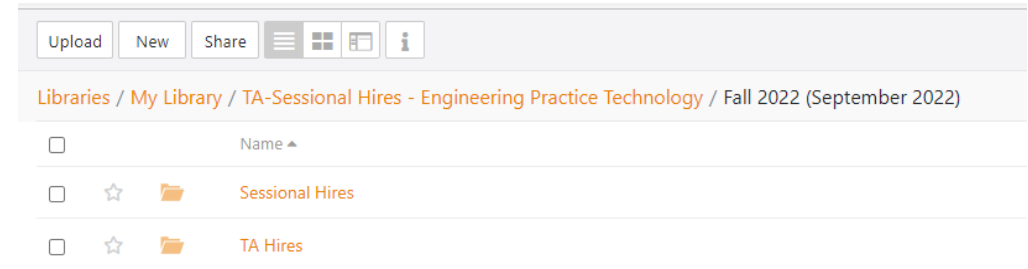


The screenshot shows the Microsoft Excel interface with the 'Data' ribbon selected. The ribbon includes options for 'Get Data', 'Refresh All', 'Queries & Connections', 'Data Types', 'Sort & Filter', 'Data Tools', and 'Forecast'. Below the ribbon, a spreadsheet grid is visible with the following headers:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	FIRST NAME	LAST NAME	EMPLOYEE ID	EMPLOYEE RECORD #	EARNINGS CODE	COMBO CODE	START DATE	END DATE	TOTAL STIPEND	TOTAL HOURS	BIWEEKLY	BIWEEKLY AMOUNT	COURSE ID	JIRA #	JO #
2															
3															

MacDrive Storage

- **If using MacDrive to Store Paperwork**
 - Different terms and positions should have their own folder
 - Add a "HR Completed" folder
 - Do not limit access or add expiry dates to the folders, need permission to upload/move files from folder to folder
 - Add a copy of the spreadsheet to the folder (if applicable)
 - HR Operations can setup the MacDrive folder for you
- **Hiring paperwork** should include: offer letter, job opening number, contact and deposit information, tax forms, study permit/immigration papers, SIN expiry date



Email-Jira Ticket Information

- **What should be included in the email-Jira ticket?**
 - Each term should have its own ticket
 - Include a list of the employee names and EE ID/student numbers (if applicable) in the body of the ticket for reference purposes and search capabilities
 - Attach the spreadsheet to the ticket (if applicable)
 - Add hiring paperwork or include the MacDrive link (if applicable) for all hires on the ticket

The screenshot shows a Jira ticket interface. At the top, the title is "NEW SESSIONAL HIRES - FALL 2022 - [REDACTED] - Start Date: September 6, 2022 - MacDrive Uploa". Below the title are buttons for "Edit", "Comment", "Assign", "More", "Resolve this issue", "Respond to customer", and "Workflow". The "Description" field is expanded, showing the text: "Hello," followed by "Could the following please be [hired as Sessional Instructors in \[REDACTED\] program in SEPT for Fall 2022.](#)". Below this is a note: "*Please note the contracts has been uploaded to the following MacDrive Link: [TA-Sessional Hires - \[REDACTED\]](#) [https://macdrive.mcmaster.ca/\[REDACTED\]](https://macdrive.mcmaster.ca/[REDACTED])". At the bottom, it says "Contract details can be found below:" followed by a table with columns: SUBJECT, CODE, NAME, SCTN, INSTRUCTOR, SCHEDULE, CONSIDERATION, PAYMENT, and JO#. The INSTRUCTOR column contains two rows of redacted names.

SUBJECT	CODE	NAME	SCTN	INSTRUCTOR	SCHEDULE	CONSIDERATION	PAYMENT	JO#
				[REDACTED]				
				[REDACTED]				



August Payroll Calendar Review

Michelle Jubinville

August 2022

Monday	Tuesday	Wednesday	Thursday	Friday
1 CIVIC HOLIDAY	2	3	4	5 202216-FAM Pay Day Includes MUFA Childcare Allowance
8 202217-FAM Pay HR transaction Deadline	9	10 Tuition/Bursary- AwardSpring Opens	11	12 202216-SAM Pay Day
15 202217-SAM Pay HR transaction Deadline	16	17	18	19 202217-FAM Pay Day
22 202218-FAM Pay HR Transaction Deadline	23	24	25	26 202217-SAM Pay Day
29 202218-SAM Pay HR transaction Deadline	30	31 Mass Hire Scholarship Process	Sept 1 Over-Age Dependent Process New UHIP provider - Cowan	Sept 2 202218-FAM Pay Day Start 20218-SAM Pay Process
SEPT 5 - HOLIDAY				

This month ...

Benefits Updates

- Sun Life Over-Age Dependent (affirmation open from Aug. 2 – 31). New student status takes effect Sept. 1
- Tuition/Bursary Programs – AwardSpring opens for 2022/2023 terms (Aug. 10)

Union Groups/Collective Agreements

- MUALA increases (Aug. 1)
- MUFA – Child Care Allowance (Aug. 5)
- Mass Hire – Scholarships (Aug. 31)

Coming Soon ...

- New UHIP provider effective Sept. 1 (change from Sun Life to Cowan)
- Mass Hire –TA/Sessionals process (Sept. 14)
- CUPE 2 – Sessional new collective agreement (ratification in Oct.)



Thank you!

