ALES Human Resources Operations Manual

Faculty of Agricultural, Life & Environmental Sciences (ALES)

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 healthy work atmosphere that is respectful and safe.

- 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).

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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,

https://www.ualberta.ca/faculty-and-staff/my-employment/collective-agreements-and-handbooks

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.

ALES HR Protocols and Procedures

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.

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

Commented [KJ1]: And email for new employees?

ALES HR Protocols and Procedures

Searching for and Creating Employee ID numbers

1. Use Search/Match in Campus Solutions to search for an ID number before creating a new ID.
    *   **Main Menu→Campus Community→Personal Information→Search/Match**.
    *   In the Search type, click Person.
    *   In the Search Parameter, choose UAHCM_TRAD from the look up menu.

Search/Match

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search Type:	= ∨	Person ∨
Search Parameter:	begins with ∨	UAHCM_TRAD 🔍
Ad Hoc Search	☐	
Description:	begins with ∨	

Limit the number of results to (up to 300): 300

| Search | Clear | Basic Search | 🖫 Save Search Criteria |

*   See screen shots below for search criteria and results:

Search Criteria

Search Type:	Person	☐ **Ad Hoc Search**	
Search Parameter:	UAHCM_TRAD	U of A HCM_Person_Traditional	

Search Result Rule

Search Result Code:	UA_TRAD_UNMASK 🔍	UofA Person Trad Result Unmask
User Default		

| | Search | Clear All | Carry ID Reset |

Search Criteria

Search Fields	Value
National Id	🔍
Last Name Search	🔍
Date of Birth	📅
Gender	🔍
First Name Search	🔍

ALES HR Protocols and Procedures

Search Results

Search Type:	Person	☐ Ad Hoc Search
Search Parameter:	UAHCM_TRAD	U of A HCM_Person_Traditional
Result Code:	UA_TRAD_UNMASK	UofA Person Trad Result Unmask

▼ Search Results Summary   Return to Search Criteria

Number of ID's Found:	1
Search Order Number:	40 First and Last Name

Search Results   Personalize | Find | View All | First ◄ 1-2 of 2 ► Last

Results | Results2 | Additional Information

		Empl ID	Name Type	Name Effective Date	First Name	Middle Name	Last Name
1	Carry ID Detail	▬▬▬	PRI	02/03/2013	Jane		Doe
2	Carry ID Detail	▬▬▬	PRF	02/03/2013	Jane		Doe

2. Once you find the employee ID, use this ID to process your hire. Do not create another ID number.

3. If the Search Criteria did not return any results, it means that the system did not find a person that matches your criteria. Try searching again with different criteria to ensure that the person does not already exist in the system. If after several attempts to search for the person, you continue to not get any results, you may then proceed to add a new record for the person.

4. To create an ID: **Main Menu → Personal Information → Add/Update a Person → Add a New Value**

5. Once you click on the tab, you will see the ID populated as "New". Do not make any changes to this and **click on the add button**. See screen shot below:

Add/Update a Person

Find an Existing Value | Add a New Value

ID: NEW

Add

Find an Existing Value | Add a New Value

ALES HR Protocols and Procedures

6. Add all information required. Ensure that you use the legal name of the individual. Provide the SIN, Date of Birth, Gender, Address and any other information that you may have.   See screen shot below as an example of how to fill out the fields:

7. Once you click on the save button, a new 7-digit ID will be created for the individual.

ALES HR Protocols and Procedures

Creating Relationships to the University of Alberta

1. Once you have searched for or created the employee ID, you can proceed to add the employee as either a pre-hire or a guest, based on the status they will have with the University. Go back to the Add/Update a person page and enter the employee ID in the Find an existing value tab.

2. Click on the "Create Person Affiliations" link on the top of the page. The affiliation code will be either "Pre-hire" or "Guest". Click on the create CCID box to generate a CCID. Update the start and end date as well as the Department ID. See screen shot below:

Add/Update Affiliations

Institution: University of Alberta

Create Person Affiliations										
*Affiliation Code	Description	Create CCID	Campus ID	*Start Date	*End Date	Affiliation Status	Descriptor	System Maintained	*Department	Description
PRHRE	Pre-Hire	☑	colin5	12/16/2016	03/16/2017	Active	Applied	☑	100101	ALES Admin

OK   Cancel   Apply

ALES HR Protocols and Procedures

Hire Process:

Step 1	When a PI sends the HRA an request to hire, send the PI a copy of the hire template to complete.
Step 2	Once template is returned, check Job Data to see if the employee has a current job. If so, ensure that you check grade, step hours per week, job code and ensure that the provisions of the LOU are being met.
Step 3	Check Campus Solutions: - Check Customer Accounts to see if the employee is a full time student. - Check to ensure SIN number is on file. - If not a Canadian Citizen, ensure we have the necessary immigration documentation on file.
Step 4	Check e-trac to ensure the speed code has adequate funding for four months of salary to support the appointment.
Step 5 -	Create the Appointment Letter (and PAF if required). If any of the information in Step 3 is not provided, or if there is not enough funds for 4 months of salary let the PI know that another speed code is required. Send this request along with the appointment letter.
Step 6	Once the signed appointment letter and any requested information is received, proceed to process the eform.
Step 7	Always ensure that you are aware of Central HR Deadlines to prevent missed payment.

ALES HR Protocols and Procedures

Termination Process – Natural End date:

Step 1	Once you receive notification that a salaried employee will not be extended, process a vacation reconciliation. Send it to the PI and ask if there are any hours that have not been reported. Confirm if the vacation will be paid from the same speed code as the current salary or a different speed code and confirm that there are enough funds in the account.
Step 2	Once you receive a response, make any required adjustments to the vacation reconciliation. Advise the PI what the final hours and amount of the vacation payout will be. PI should approve this amount via email.
Step 3	Email the vacation reconciliation to Payroll.Operations@ualberta.ca for processing.
Step 4	Closer to the end date of the employee, contact the Employment Advisor in Central HR to process an ROE. A good rule of thumb is the day before or the day of pay confirm of the employee's last pay period.

ALES HR Protocols and Procedures

Termination Process – Employee leaving prior to end date of contract:

Step 1	Once you receive notification that a salaried employee will be ending employment prior to their end date, process a vacation reconciliation. Send it to the PI and ask if there are any hours that have not been reported. Confirm if the vacation will be paid from the same speed code as the current salary or a different speed code and confirm that there are enough funds in the account.
Step 2	Once you receive a response, make any required adjustments to the vacation reconciliation. Advise the PI what the final hours and amount of the vacation payout will be. PI should approve this amount via email.
Step 3	Process termination eForm. End date should be the last day the employee would be paid for. If the employee will be taking vacation prior to their end date, advise them to enter this and adjust for that on your spreadsheet.
Step 4	Ensure that the vacation reconciliation and the resignation letter (or other required documentation) is attached to the eForm before submitting.
Step 5	If you do not have the vacation reconciliation prepared/confirmed and cut off dates are close, process a termination eForm. This is to avoid overpayment of salary. Ensure that in the comments of the eForm you state that the vacation reconciliation is to follow. Send vacation reconciliation to Employment Advisor in a separate email.
Step 6	Closer to the end date of the employee, contact the Employment Advisor in Central HR to process an ROE. A good rule of thumb is the day before or the day of pay confirm of the employee's last pay period.

ALES HR Protocols and Procedures

Checking Speedcode and Determining Combo Code:

Step 1 - Log on to PeopleSoft Financials

Step 2 - Click eTrac

Step 3 - Clic k 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

Commented [KJ2]: Step 5?
Can you just go directly into HCM to do this?

ALES HR Protocols and Procedures

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

Commented [KJ3]: Can we just start at Step 5?

ALES HR Protocols and Procedures

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

ALES HR Protocols and Procedures

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.

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

ALES HR Protocols and Procedures

Medical and Illness Leave - Academic Staff

Medical leave includes leave for sickness, injury short-term disability, consultations with health care professionals and stays in hospitals or other institutions for prescribed medical care when such event prevents the staff member from performing their duties.

View the Academic Health Related Leave Programs document for a summary of the medical leave provisions under the respective academic agreements.

Illness Benefits – Support Staff

Understanding Your Illness Leave Benefits

Illness leave benefits provide salary scale protection to cover scheduled work days where a staff member is not able to be at work because of personal health issues.

Accessing Casual Illness leave benefits

- Absences of **3 days or less** due to your own illness or injury
- Do not require a medical certificate.
- Must contact your supervisor and advise them you will be away.
- This time can also be used for medical and dental appointments for yourself.

Eligible staff members can access a **maximum of 10 days of Casual Illness leave per calendar year**.

Accessing General Illness leave benefits

- Absences of more than 3 consecutive days.
- For an absence of more than 3 but not more than 10 consecutive work days, you are required to provide a medical certificate from a physician to your supervisor or manager. The medical certificate must specify that you are unable to attend work and perform your regular duties due to the illness or injury, and the duration of your absence.

When the absence is initially known to be for more than 10 working days or if the absence continues for more than 10 working days, in addition to advising your supervisor of the dates of your absence you are also required to submit medical documentation from a physician to Homewood Health at fax # (780) 429-1747.

Medical Documentation

A medical certificate may be required for any absence due to illness immediately preceding or following a vacation day or a paid holiday, or where your department identifies a pattern of shorter duration absences.

ALES HR Protocols and Procedures

Where medical documentation is required, your absence must be supported by information from your physician, which as a minimum includes the following:

> •the physician's statement that you are unable to attend work and perform your regular duties due to illness or injury,

> •the prognosis for your full recovery including the expected duration of the illness

> •the limitations and medical restrictions that would need to be accommodated in order for you to attend work

> •the expected duration of each limitation or restriction, and the date you will be reassessed by your physician.

If the staff member does not return to work on the specified return date, additional medical documentation is required. The staff member will be required to provide further documentation and maintain regular contact with your Health Support Consultant (HSC) at Homewood Health throughout the duration of your absence. The longer the period of absence, the more detailed information that will be required.

The staff member must also keep their supervisor or manager advised of the duration of their absence.

Where medical certificates or documentation is required but not provided, the absence may be considered leave without pay, subject to the approval of your department.

ALES HR Protocols and Procedures

Academic Maternity/Parental Leave

To apply: Submit a request for leave, in writing, to your supervisor (e.g. Chair/Director), who forwards the request to the next administrative level (e.g. Dean/Vice-President/Provost). The leave request is then sent to Employment Services, Human Resource Services, 2-60 University Terrace. Employment Services will provide written confirmation of the leave and further details regarding the leave process. It is appreciated if the staff member's formal request for leave is initiated at least three months prior to the anticipated leave start date or, in the case of adoption, as soon as possible.

Top up Payments – Academic

Top-up payments are dependent on receipt of Employment Insurance (EI) benefits, the duration of the waiting period, and the medical leave that the staff member has available. The University will top up the difference between what EI pays and 95% of salary. Base salary and market supplement, if any, are included in this calculation. If EI establishes a waiting period (typically two weeks), 95% of salary will be paid for the waiting period. Applications for EI Maternity Benefits may be submitted online or in person to Service Canada.

Records of Employment (ROE) are sent to Service Canada electronically by the University's Payroll Operations unit.

Support Staff Maternity Leave

Maternity Leave request should be initiated at least 3 months prior to the due date. To initiate the leave, the employee will be required to submit a doctor's note stating their due date, along with a written request as to when she wishes to start the leave to their supervisor. The supervisor will then contact the HR Administrator with their approval of the leave. HR Administrator will then work with Central HR to process the leave.

See tip sheets below as to the Support staff entitlements based on Employee type and Fund Source:

Operating Agreement

Maternity and Parental Leave Tip Sheet for Birth Mothers: Operating
Parental Leave Tip Sheet for Fathers and Adoptive Parents: Operating

Trust Agreement

Maternity and Parental Leave Tip Sheet for Birth Mothers: Trust
Parental Leave Tip Sheet for Fathers and Adoptive Parents: Trust

ALES HR Protocols and Procedures

Support Staff Top Up

Top up is a negotiated benefit provided by the University to supplement an eligible Birth Mother's EI income for the illness related portion of her Maternity Leave. To determine eligibility please refer to the attached tip sheet. Top up will provide an employee with 100% of gross earning less normal payroll deductions. The illness-related portion of the Maternity Leave is normally 8 weeks for a regular delivery, 10 weeks for a caesarean section; any additional maternity related illness leave will need to be medically supported and is coordinated through Organizational Development, Equity and Health (ODEH).

ALES HR Protocols and Procedures

One Time Payments for Existing Academic Staff

The only time HR can approve an additional payment for a current academic staff member is if it is for additional/overload teaching (code 175).

In all other cases, approval is required from either the Deputy Provost or the Vice-Provost & AVP (HR). The Provost has delegated his signing authority over to these two positions. This includes one-time salary supplements, increase to base, monthly market or salary supplements.

FAC, FSO, ATS
A written request from the Dean/Vice-Dean addressed to the Deputy Provost (Wendy Rodgers), must be sent to fsrel@ualberta.ca. Once you receive the approval back from Faculty Relations, attach the documentation to the ePAF for HR to process.

TRAS, TAPS, APOs, LIB
A written request must be sent to Job and Organization Design who will review and obtain approval from the Vice-Provost & AVP (HR). Once you receive the approval back from HRS, you can attach the documentation to the ePAF.

See table below for type of one-time payments:

Academic Supplement Earn Codes - July 1, 2018

Type of Supplement		Pension	New Code	Type (for HR Reference)
Salary Supplements	**Short Desc**			
Administrative Stipends		Y	385	
Administrative Supplement	Sup-Admin	N	171	
Sal Supp - CRC/CERC Chairs	CRC/CERC	N	172	
Sal Supp -University Professor	Sup-UProf	N	173	
Sal Supp -Research Chair, Other	Sup-Rsrch	N	174	
Sal Supp - Additional Teaching	Sup-AddTch	N	175	
Sal Supp - Salary Supplement A	Supplement	N	176	Recruitment
Sal Supp - Salary Supplement B	Supplement	N	177	Retention
Sal Supp - Salary Supplement E	Supplement	N	179	Sabbatical support
Sal Supp - Responsibility Pay	Sup-ResPay	N	180	
Sal Supp - Other (additional work)	Supplement	N	181	SPA, guest speaker, etc
Market Supplements (Pensionble)				
Market Supp - Recruitment	Supplement	Y	182	
Market Supp - Retention (base)	Supplement	Y	183	
Market Supp-Retention(no base)	Supplement	Y	184	
Market Supp - Other	Supplement	Y	185	

ALES HR Protocols and Procedures

Calculating salary based on total funds available:

1. Deduct statutory deductions (CPP, EI and WCB). Please see HRS website for statutory deduction rates for the year in which you are making the payment. Rates change each calendar year.

2. Deduct any benefits for the employee type such as vacation pay.

3. Take the total amount left and divide by the period of employment.

4. Calculate the hourly, monthly or annual rate, as required.

EXAMPLE #1 Support Staff:

You are contacted by a PI to request an employee be paid $10,000 total, including benefits for a casual level 1 Full time student.   The appointment runs from January 1- June 30, 2019. The student will be working 20 hours per week. How would you calculate this?

1. $10,000 total
   - CPP = 10,000 x 5.10% = $510.00
   - EI = 10,000 x 2.268% = $2,26.80
   - WCB = 10,000 x 0.21% = $21.00
   Total Stat deductions = **$757.80**
   $10,000 - $757.80 = $**9,242.20** remaining

2. $9,242.20 remaining
   - Stat pay = $1540.37* x 5% =$77.02 * 4 = $308.07
   - Premium Pay = $9,242.20 x 1.5% = $138.33
   - Vacation pay = $9,242.20 x 4% = $369.69
   Total benefit deduction = **$816.09**
   $9,242.20 - $816.09 = $8426.11 remaining

3. $8,426.11 / 6 months = $**1,404.35** per month.

4. $1,404.35 / 80 hours per month = $ **17.55** per hour. Total hourly rate is $17.55. Please ensure that use the pay according to grade for the job. Reminder, for a casual level 1 employee, you can pay a minimum of 75% of step 1 on any grade (provided the salary is above minimum wage).

EXAMPLE #2 Academic Staff:

> You are contacted by a PI to request an academic employee be paid $5,000, including benefits for a Term Excluded appointment. The employee will be assisting in teaching a course from January 1, 2019 – April 30, 2019. How would you calculate this?

1. $5,000 total
   - CPP = $5,000 x 5.10% = $255.00
   - EI = $5,000 x 2.268% = $113.40
   - WCB = 5,000 x 0.21% = $10.50
   Total Stat deductions = **$378.90**
   $5,000 - $378.90 = $**4,621.11** remaining

2. $4,621.11
   - Vacation pay = $ 4,621.11 x 4% = $184.84
   Total benefit deduction = $184.84
   $4,621.11 - $184.84 = **$4,436.27** remaining

3. $4,436.27 / 4 months = **$1,109** per month.

4. $1,109/ month x 12 months = **$13,308** per annum. Please note that for Academic staff, the Appointment Letter and Pay Action form must always be in annual amounts. Please ensure that the salary is equitable based on the job duties.

ALES HR Protocols and Procedures

Adjunct Appointment Process

1. Request for Adjunct comes in from the Department with Recommendation Letter and CV. The CV will contain duties that should be in bullet form in the Adjunct Appointment Letter.

2. HR Team Lead will process the Appointment Letter ensuring the duties are listed that are on the CV are included in the bullet points of the letter. Create a folder in the S drive under ALES Admin and Finance → Adjunct Appointment → by Department → Adjunct last, first name. This folder should also contain all documents received from the Department including the CV and Recommendation Letter.

3. HR Team Lead will take entire package (Appointment Letter, CV, and Recommendation Letter) to the Office Executive Assistant in the Dean's office to facilitate the signature process.

4. Once signed, the Executive Assistant in the Dean's office will email the Appointment Letter to the Adjunct, cc'ing the Department Chair, EA, Nominator, and the HR Team Lead.

5. The Executive Assistant in the Dean's Office will also create a paper file for the Adjunct.

6. HR Team Lead will update the electronic file with the signed letter.

7. HRA will do the eForm to process the appointment as a Person of Interest (POI). Ensure that you attach the appointment letter as well as the CV and Recommendation Letter to the eForm. The Adjunct Appointment will not show in Job Data in HCM. It will appear in the Relationship to U of A Summary page in Campus Solutions. See screen shot below:

Relationship to UofA Summary*

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	Add a New Value

▼ Search Criteria

Search by: Empl ID ⌄ begins with _____

☑ Include History   ☐ Correct History

Limit the number of results to (up to 300): 300

Search   Advanced Search

ALES HR Protocols and Procedures

First page of the eForm should be processed as follows:

BASIC JOB INFO

Please ensure the *Effective Date* is correct prior to proceeding with the eForm

Effective Date:	01/01/2019	
Employment Type:	Person of Interest	Person of Interest
Employment Subtype:	Unpaid	Unpaid
Employee Group:	254	Adjunct (Unpaid)

JOB INFO

Job Code:	A0265	Adjunct Professor
Department:	100300	ALES AFNS General
Location:	AGF03	Agriculture Forestry, 4-10
Appointment End Date:	12/31/2024	

ALES HR Protocols and Procedures

The second page of the eForm should be processed as follows:

ACTION/REASON

    Action POI   Add Person of Interest

    Reason NEW

FILE ATTACHMENTS

	Upload	View	Description	Doc Id	Delete
1	Upload	View	Appointment Letter	NUBIAH2019-02-11-13.03.29	Delete
2	Upload	View	Other Supporting Documentation	NUBIAH2019-02-11-13.04.13	Delete

Add File Attachment

COMMENTS

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_____
** Nubiah Jivraj
** Mon, Feb 11 19, 01:10:19 PM
Adjunct Appointment Jan 1, 2018 - Dec 31,
2024.
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ALES HR Protocols and Procedures

Postdoctoral Fellow Appointment Process

Appointing a Postdoctoral Fellow

If you would like to newly appoint or reappoint a postdoctoral fellow who is a foreign national, the host in the Department should complete the following steps:

1. Complete the Foreign Visitor Category Assessment

    International Mobility Program: The International Mobility Program applies to foreign nationals who fall into the "LMIA-exempt" category, and include (but are not limited to): Post-Doctoral Fellows

    To invite foreign postdocs, access the U of A Immigration Services website at: https://www.ualberta.ca/human-resource-services/hiring/immigration

    For details on how to use this new Immigration Management System, refer to the Foreign Visitor Category Assessment User Guide and Tips sheet.

    Immigration Services will assess the information, if required, create, and submit the required forms and payment to Immigration, Refugees and Citizenship Canada. Once a response is received from IRCC, Immigration Services will contact the department with further instructions. For further information about inviting a foreign national under the International Mobility Program, please visit the frequently asked questions.

    Any questions pertaining to immigration related matters should be directed to immigration.services@ualberta.ca. The staff in the PDF Office are not Regulated Canadian Immigration Consultants and are not able to address immigration concerns.

2. Complete the required documents as directed by University of Alberta Immigration Services and send to your postdoctoral fellow. Keep a copy for your records.

3. If the postdoc is a Canadian Citizen or Permanent Resident, please use the template letters in the links provided below:

New appointment - https://cloudfront.ualberta.ca/-/media/research/post-doctoral-office/applyingandappointing/newletters/new-appt-letter-10012018.docx) applicable to both Canadian citizen and permanent resident

Reappointment - https://cloudfront.ualberta.ca/-/media/research/post-doctoral-office/applyingandappointing/newletters/reappointment-letter-10012018.docx applicable to both Canadian citizen and permanent resident

ALES HR Protocols and Procedures

Arrival and Registration

Postdoctoral Fellows should complete the following steps after arriving on campus. These steps will ensure a smooth transition to the University of Alberta.

1. Meet with your department/postdoc supervisor. They will help start the process of registering you with the Postdoctoral Fellows Office PDF Office). The department/faculty should create your University of Alberta ID# and Campus Computing ID (aka CCID)

2. Register with the PDF Office. Your home department will assist in collecting and providing documents to the PDF Office. The Documents your Department will require are:
   - an original signed Postdoctoral Fellows Appointment Letter
   - an original signed Postdoctoral Fellows Pay Action Form (to be completed by HRA)
   - copy of the CV
   - copy of the PhD certificate (an English copy is required)
   - Postdoctoral Fellows Registration Form
   - copy of a Work Permit, if required

The Department Human Resources Administrator will forward the documents to the PDF Office. Please note that the Pay Action form and the Appointment Letter must have original signatures. Scanned copies will not be accepted.

Once you are registered with the PDF Office, you will be notified that you can obtain your ONEcard.

For further information, please visit the Postdoctoral Office website at
https://www.ualberta.ca/research/support/post-doctoral-office

ALES HR Protocols and Procedures

Visiting Speaker Guidelines

- A Visiting Speaker may be a guest lecturer, guest speaker or seminar leader/consultant whose engagement is normally for less than six weeks.
- Individuals may be Residents or Non-Residents of Canada.

Paying a Visiting Speaker/Lecturer

- Payments to Visiting Speakers/Lecturers are coded as honorariums.
- If a Non-Resident is receiving payment for an honorarium, and is in the country for five or more days, Payroll Operations requires a copy of the "Employment Authorization".
- Non-Residents may request a tax waiver through the Canada Revenue Agency.

What do you want to do?

- Pay a Visiting Speaker an honorarium in Canadian Funds?
- Pay a Visiting Speaker an honorarium in US Funds?
- Pay a Visiting Speaker an honorarium in other Foreign Currencies?
- Pay a Visiting Speaker an honorarium and travel expenses in US or Foreign currency?

Forward the applicable Visiting Speaker form to Payroll Operations, 2-60 University Terrace. Payments will be processed according to the monthly pay schedule.

Forms Cabinet

Honorarium Payment (Canadian Funds)

Honorarium Payment (US Funds)

Honorarium Payment (Foreign Currencies)

ALES HR Protocols and Procedures

Administration of Responsibility Pay:

NASA Agreement – Part A, Article 19.04, Part B, Article 13.04

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.

Guidelines: https://cloudfront.ualberta.ca/-/media/hrs/managing-and-administration/collective-agreement-administration/tip-sheets/administeringresponsibilitypay.pdf

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%

ALES HR Protocols and Procedures

Vacation Entitlement: Academic Staff

Administrative and Professional Officer, Faculty Service Officer, Librarian

- Less than 10 years service 22 days of vacation
- Equal to or greater than 10 years service 25 days of vacation
- Equal to or Greater than 20 years service 30 days of vacation

Management and Professional Staff (Excluded)

- Less than 15 years service 25 days of vacation
- Equal to or greater than 15 years service 30 days of vacation

Faculty

- 22 days of vacation

Academic Teaching Staff (ATS), Temporary Administrative and Professional Staff (TAPS), Trust/Research Academic Staff (TRAS)

- Less than 12 months service 4% pay in lieu
- Equal to or greater than 12 months service 22 days of vacation

Vacation Entitlement: Support Staff

Annual Vacation Leave

Vacation credits for a full-time employee will be earned for each hour of service and credited at the end of each pay period.

Effective April 1, 2017 Regular and Auxiliary Salary Employees:

Service	Credits Per Year	Hourly Accrual Rate
≤ 5 Years (60 months)	15 days	0.057692
>5 - 15 Years (180 months)	20 days	0.076923
>15-20 Years (240 months)	25 days	0.096154
> 20 Years	30 days	0.115385

ALES HR Protocols and Procedures

Annual Vacation Leave for Other Support Employees

Casual Level 1, Casual Level 1 Full-Time Student, Excluded Students and Casual Level 2 employees receive vacation pay at the rate of 4% of their total earnings (exclusive of overtime and call back compensation) for each pay period. Temporary employees will also be entitled to take up to 3 weeks of time off without pay as vacation following their first 12 months worked.

Auxiliary Hourly employees receive vacation pay at the rate of 6% of their total earnings (exclusive of overtime and call back compensation) for each pay period. The employee will also be entitled to take up to 3 weeks of time off without pay as vacation in each 12 month period.

For further information regarding Annual Vacation Leave please refer to the Collective Agreement.

Hourly Accrual Rates Formula

Vacation Days per Year x Job Hours per Day / 260 days per year x Job Hours per Day

Hours Per Day	15 Vacation Days Per Year	20 Vacation Days Per Year	25 Vacation Days Per Year	30 Vacation Days Per Year
7	0.057692	0.076923	0.096154	0.115385
7.5	0.057692	0.076923	0.096154	0.115385
8	0.057692	0.076923	0.096154	0.115385

Yearly Entitlements Calculated from Hourly Accrual Rate

Hourly Accrual Rate x Hours per Year / Hours per Day

Hours Per Day	Hours Per Year	Hourly Accrual Rate of 0.057692	Hourly Accrual Rate of 0.076923	Hourly Accrual Rate of 0.096154	Hourly Accrual Rate of 0.115385
7	1820	15.00	20.00	25.00	30.00
7.5	1950	15.00	20.00	25.00	30.00
8	2080	15.00	20.00	25.00	30.00

Example: Employee earning 15 days of vacation per year in month of July.

Month and Pay Period	# Working Days	7 Hours Per Day	7.5 Hours Per Day	8 Hours Per Day
July 1-15	11	4.442284	4.759590	5.076896
July 16-31	12	4.846128	5.192280	5.538432

ALES HR Protocols and Procedures

How to Process a Vacation Reconciliation for Support Staff

Vacation reconciliations are required to be completed for all salaried support staff prior to leaving the Department or the University.

The vacation reconciliation spreadsheet can be found at https://cloudfront.ualberta.ca/-/media/hrs/forms/pay-administration/vacation-reconciliation.xls

The vacation reconciliation spreadsheet has 2 tabs, that are to be used in the following way:

1. The first tab, called vacation accural is for the calculation of balance vacation that will be paid out based on how much vacation was earned compared to have much vacation was taken. This page will be forwarded to Central HR with the eForm to end employment.

2. An additional tab should be added on the spreadsheet for the vacation time the employee has taken. To determine how much vacation has been taken, use the following steps in HCM:

   Main Menu -> HR Operational Reports-> Absences, Time and Labour-> Employee absences for Period.

   Once at this page, click search. Select your name or ID. The page should be filled out in the following way:

   - Report by: Employee
   - Department Selection: Individual Department
   - Source of Data: Time entered
   - Absence Selection: Individual Absences
   - Absence Date Range: Put in the start and end date of the Employee in question.
   - Absence Hours Range: Leave blank
   - Time reporting Codes: Use code 800 (vacation taken)
   - Employee id: Put in employee id.

   Use the following steps to run the report:

   Click Run. Choose CSV file and click ok. Click Process Monitor. Click Refresh until the Run Status shows *Success.* Click on Details. Once process details come up, click on View Log/Trace. This will bring up an excel spreadsheet with all employee absences.

   Paste the information in the newly created tab. This information will be used as the amount of vacation the employee has taken. Enter the hours into the corresponding fields in the first page of the spreadsheet.

ALES HR Protocols and Procedures

3. The "Vacation Accrual Calculator" is used for calculating how much vacation the employee has accrued. Vacation is earned based on the number of service years employee has. This date can be found in HCM as follows: Main Menu→Workforce Administration→Job Information→Job Data. Put in the employee ID and search. Click on the Employment Data Tab at the bottom of the page. On the middle of the page, you will see a line with the Service Date and the number of years of service the employee has.

   As of July 1, 2013 employees earn vacation based on service as stated below:

Service	Credits Per Year	Hourly Accrual Rate
≤ 5 Years (60 months)	15 days	0.057692
>5 - 15 Years (180 months)	20 days	0.076923
>15-20 Years (240 months)	25 days	0.096154
> 20 Years	30 days	0.115385

   Prior to July 1, 2013, vacation was earned monthly as follows:

Service	Credits Per Year	35 hours	37.5 hours	40 hours
5 Years	15 days	8.75	9.38	10.00
>5 - 16 Years	20 days	11.67	12.50	13.33
>16-23 Years	25 days	14.58	15.63	16.67
> 23+ Years	30 days	17.50	18.75	20.00

On the "Vacation Accrual Calculator" page of the vacation reconciliation spreadsheet, enter the number of hours the employee worked in the corresponding pay period. The spreadsheet will calculate the accrual based on the number of weeks of vacation the employee is entitled to. Once you have calculated the accrual, enter it into the first page of the spreadsheet.

The spreadsheet should balance the vacation balance in HCM. The leave accruals balance can be found at Main Menu--Benefits-> Manage Leave Accruals-> Leave accruals. Enter the employee id and Plan type as vacation. This will bring up the vacation balance from the most recent dates. If the balances do not match, investigation will need to be done to balance the spreadsheet.

Once you have completed the vacation reconciliation spreadsheet, forward by email to the Supervisor to confirm the payout. Ensure to ask the supervisor if there are any hours that have or will be taken and have not been reported yet. Make adjustments as required. Ensure that you have the Supervisor's confirmation to pay out the vacation as you have completed it. Double check the speed code that the vacation should be paid out from (it is usually the same speed code as the employee is currently being paid from).

Once this is complete, do the eForm to end employment. Ensure that you attached the completed reconciliation and resignation letter to the eForm.

ALES HR Protocols and Procedures

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.

ALES HR Protocols and Procedures

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.

ALES HR Protocols and Procedures

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

ALES HR Protocols and Procedures

How to Audit Reported Time entered in Timesheet

1. Run the query below the day before, day of and day after the ALES internal timesheet deadline. Go to Main Menu→ Reporting Tools → Query → Query Viewer. Enter ZTL in the Search begins with box. See screenshot below.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By Query Name ▼ begins with ZTL

[Search] Advanced Search

Search Results

*Folder View -- All Folders -- ▼

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
ZTL_DIST_APPROVALS_PENDING	Outstanding Approvals for Mgr	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZTL_DIST_DELEGATIONS	Active Delegation in my Depts	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZTL_DIST_JOB_INFO	All job info	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZTL_DIST_JOB_INFO_MTHLY_HRLY	Academics Paid By Hour	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZTL_DIST_TERMINATIONS	TL termed ees in Pay Period	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZTL_DIST_TIME_AUDIT	Distribted Time Audit Report	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZTL_DIST_TIME_HISTORY_AUDIT	Time Entry (online) audit	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZTL_MGR_APO_LIB_VACATION	APO/Librarian Vacation History	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZTL_MGR_BANKED_TIME_SUMMARY	Banked Time Summary Report	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZTL_MGR_LEAVE_BAL_NEGATIVE	Leave Balance Negative	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZTL_MGR_MULTIPLE_JOB_EMPS	Multiple Job Employees	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZTL_MGR_PENDING_APPROVALS	My Pending Time Approvals	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZTL_MGR_PENDING_EXCEPTION_ERR	Pending Time Exception Errors	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZTL_OHS_SICK_OVER_10_DAYS	Occupational Health > 10 days	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZTL_PAYABLE_STATUS_RPT	Payable Status Report	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZTL_TAC_ELAPSED_TIME_AUDIT	HR TAC Elapsed Time Audit	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZTL_WFADMIN_APPROVR_NOT_ACTIVE	Pending approvals, not active	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZTL_WFADMIN_ASSIGNED_TIME	WorkAdmin Pending approvals	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

2. Run ZTL_DIST_TIME_HISTORY_AUDIT as an Excel file using the perameters shown in the screen shot below. Always use the prior pay period and the current pay period. Pay period for the example below is Feb 1-15, 2019.

ZTL_DIST_TIME_HISTORY_AUDIT - Time Entry (online) audit

First Deptid (0000 for all) 0000
Final Deptid (ZZZZ for all) ZZZZ
Faculty (% for all) ALE
Employee ID (% for all) %
From Date 01/16/2019
To Date 02/15/2019

[View Results]

'Payable_Time'	Empl ID	Empl Record	Name	Faculty	Dept ID	Department Name	Job Title	Date Under Report	TRC	Descr	Quantity	OvrdRate	Payable Status	Entered by User	Entered by User Description Emplid	Entered by User Emplid	Updated by User	Last Updated Datetime	Approver User	Approver Oprid Descr	Approver Emplid	Approved Datetime

ALES HR Protocols and Procedures

3. Once report is finished running, it will show up at bottom of screen. Open file. Excel Spreadsheet will appear. Enable editing.

4. Save the excel spreadsheet in the H Drive. Save as OLTE Audit Reports→ On-line Time Entry→ Date report run.

5. Filter out all paid time. Since this has already been paid and does not need to be looked at again.

6. Email report to the rest of the team so they can audit for their line areas.

7. Things to look for when editing:
   - Pushed back time- if the time has been pushed back. They will stay at this status until the hours are corrected. They will not be mass approved. Contact employee to approve hours.
   - Check for 0 entries. Zeroes cannot be entered and will need to be deleted.
   - Check dates, earn codes, description and quantity, if something does not look correct, you will need to investigate further.
   - If overtime has been entered ensure that the employee has entered in correctly based on the Overtime rules, that are in the section above.
   - Email the employee to correct based on the situation. When emailing the employee, advise them to sign into beartracks and what needs correction. If overtime applies, advise them on how to enter. Let them know if they need further assistance, they can contact you for help.

8. If everything looks correct, email the Supervisor(s) and advise that the time has been audited and is correct. Advise them that they can go ahead and approve the time on their dashboards.

ALES HR Protocols and Procedures

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.

ALES HR Protocols and Procedures

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 Auxliary 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 Auxliary Status.**

3
- HR Administrator will work with the Supervisor in developing the JFS for Evaluation.
- HR Administrator will send the JFS in for evaluation ccing the HR Manager
- HR Administrator will post the position for a minium 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.

ALES HR Protocols and Procedures

Letter of Understanding (LOU) Process

The LOU is a document that was created and ratified by both NASA and the University of Alberta to ensure employees are hired into the appropriate employee type. It was put into effect because NASA raised concerns around Casual/Auxiliary employees not being treated properly under the Collective Agreement. The LOU affects hourly employees that work more than 0.40 FTE per week. There are two scenarios by which an employee can become affected by the LOU provisions:

1.   Extension of a current casual contract for an employee in which the total, *cumulative appointment is more than 12 months.*
2.   A Casual employee that *accumulates more than 1707 hours* in their bucket through one or various appointments with the University of Alberta.

Casual Hires:

When initially hiring a casual level 1 (not a full time student) employee, the maximum length of a contract is 1 year less a day.   Best practice is to post all casual positions and complete the recruitment process prior to appointing someone to that role. This would eliminate the need to post, should the contract be extended past the 12-month mark.

- If appointment is less than a 0.4 FTE per week, any extensions will remain as hourly until they roll over 1707 hours. They will then become an auxiliary hourly employee.
- If the extension will be for an employee who works more than a 0.4 FTE, the following LOU provisions would apply:

Department Actions required when a casual employee reaches 1000 hours or 7 months:

1.   **Current Contract will not be Extended**: Should it be determined that the work will not continue past the current contract end date, the employee will remain casual or move to auxiliary hourly if during the current contract they accrue 1707 hours.

2.   **Extension to Current Contract: Current contact and extension = 16 months or more:** If it is determined that the current contract and extension together will be 16 months or more in duration:

   a)   The position type will move to Auxiliary Salary or Regular depending on the circumstances
   b)   A Job Fact Sheet will be created by the Unit.
   c)   The position will be evaluated by Job Evaluation and Design at Central HR.
   d)   The position will be posted for a minimum of 5 days
   e)   If posting is required, the incumbent will be notified that they will be required to apply for the position for an opportunity to remain in it beyond the end of the contract.

ALES HR Protocols and Procedures

STEP (Summer Temporary Employment Program)

The Summer Temporary Employment Program (STEP) is a 4 to 16 week wage subsidy program that provides funding to employers to hire high school or post-secondary students into summer jobs (from May to August) to gain valuable work experience. This program is run by Talent Acquisition in Central HR, who submits one application on behalf or the University of Alberta.

1. The Talent Acquisition unit will send out an email to HR the ALES HR Manager and HR Team Lead to advise of the process for the year and how many STEP positions are available for ALES. This will include the STEP package, instructions and deadline dates for the program.

2. The HR Manager, HR Team Lead and Executive Assistant in the Dean's office will work together in the process.

3. The Executive Assistant to the Dean will send out an email to the Faculty to advise that the program is underway, the deadline to apply and advise of the criteria. The email will contain the application form.

4. Once the applications have been received and the deadline has passed, the Dean will rank the applications.

5. Once the successful applicant(s) are selected, the HR Team Lead will forward all applicants, in order of ranking to Talent Acquisition by the deadline date. The deadline date is approximately February 1. Talent Acquisition will submit the applications to STEP on behalf of University of Alberta.

6. Once approval is granted from STEP, approvals will be communicated to the Faculty. STEP positions cannot be hired into until STEP has approved the position.

ALES HR Protocols and Procedures

7. How to hire the Student:

   − Determine the appropriate forms to be used according to hire:

Employee Type	Excluded Student: A full-time U of A student hired under the STEP program that is performing a job on the Excluded Student list (click on Employee Types link and then on "Excluded Students" to view qualifying list).	Casual Full-Time Student: A full-time U of A student hired under the STEP program performing support work.	Casual Level 1: A full-time student from another educational institution hired under STEP program performing support work.
Appointment Letter	Excluded U of A Student	Casual Full-Time Student	Casual Level 1
Appointment/Pay Action Form (PAF) *eForms cannot be used for this program.*	*Appointment/Pay Action Form – Excluded Student*	*Appointment/Pay Action Form – Support Staff*	*Appointment/Pay Action Form – Support Staff*

Appointment/PAF: Complete all information on PAF, however, the below information is required to indicate proper entry as a STEP hire.			
Appointment/PAF Detail:	Excluded Student:	Casual Full-Time Student:	Casual Level 1
Job Code	N0002	N0002	N0002
Compensation Category	Select "Hourly"	Select "Hourly"	Select "Hourly"
Payment Type	Regular Salary	Regular Salary	Regular Salary
Earn Code	024	021	011
Comments Section	STEP Program. Speed Code (XXXXX).	STEP Program. Speed Code (XXXXX).	STEP Program. Speed Code (XXXXX).

8. Complete the STEP Form B, which will be sent to your Faculty/Admin Area once available.

9. Once the Offer Letter, STEP Form B and PAF are completed, scan and email them to the STEP contact in Talent Acquisition by the deadline date provided.

10. Talent Acquisition will submit all university forms directly to the STEP Program.

ALES HR Protocols and Procedures

Immigration Services

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 (LMIAs), 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.

ALES HR Protocols and Procedures

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.

Types of Permits:

1. Study Permit: Current fee $150, subject to change

   - Must be enrolled in full time studies.
   - When renewing the study permit, must provide evidence of renewal of permit before old permit expires. This will give the employee "Implied status" and they would be eligible to work. If the student does not apply for new study permit prior to the old permit expiring, they do not have "implied status" and are not eligible to work. The student must stop working **immediately**.

2. Regular Work Permit: Current fee $155, subject to change

   - Must have work permit in order to work in Canada.
   - When renewing the work permit, must provide evidence of renewal of permit before old permit expires.   This will give the employee "Implied status" and they would be eligible to work. If the employee does not apply for new work permit prior to the old permit expiring, they do not have "implied status" and are not eligible to work. The employee must stop working **immediately**.

3. Post Graduate Work Permit: Current fee $255, subject to change

   - Must have graduated and apply within 90 of receiving graduation status.
   - Must apply for this type of permit prior to old permit expiring, to be eligible to work.
   - Must be enrolled in post secondary studies for a minimum of 8 months to 3 years.

4. Bridging Open Work Permit (BOWP): Current fee $255, subject to change

   - Must have applied for Canadian Permanent Residence.
   - Must have received a notice from immigration stating that the application for permanent residence was complete and that the application will be sent forward for processing.
   - Must have held a valid (not expired) study or work permit at the time the BOWP application was submitted.
   - Must have applied for a BOWP no earlier than four months before the study or work permit was due to expire.
   - Must provide evidence of having applied for a BOWP

ALES HR Protocols and Procedures

5. Open Spousal Work Permit: Current fee $255, subject to change

    - Must have a spouse or common-law partner* who is not a Canadian citizen and not a permanent resident of Canada.
    - Spouse or common-law partner* must hold a study permit** or work permit.***
    - Must provide evidence of having applied for an open spousal work permit before his/her current open spousal work permit expired

*Includes same-sex partners. Also, the couple must have been residing in same household, on a continuous basis, for a least one year immediately before applying for the open spousal work permit.
**Study permit must either be valid at the time of applying for a renewal of the open spousal work permit OR: holder of the study permit must also be able to demonstrate that he/she also had implied status at the time the application for renewal of the open spousal work permit
*** Work permit must be for a high-skill occupation and must be valid for at least six months.

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.

ALES HR Protocols and Procedures

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 (LMIAs) 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

Foreign Visitor Process

To clarify Roles of University of Alberta International (UAI) and ALES:

Program	International Office Responsibility	ALES HR Responsibility
UARE ($2,000)	Letter sent to Host Professor (will cc one of our ALES HRAs) PAF is completed by their office Academic Visitor Registration – will send us to complete missing information (will indicate in email to us what they need)	Letter: • insert your department letterhead • complete all remaining fields (grey text on page 1) • provide your signature above "Signature of U of A Host" • obtain the appropriate authorization signature (normally the Department Chair or 'one-over' -- depending on department convention, this may need to be done through an assistant or department APO) • scan and email the completed letter back to the HRA (the original is not required by their office) Academic Visitor Registration: • provide your signature above "Academic Host Signature" (please write the date where requested) • obtain the Department ID# and the appropriate authorization signature (same person who authorized the Contract Letter)* • _**mail**_ the completed form to Brendan Cavanagh in 142 Telus Centre

ALES HR Protocols and Procedures

Government of Canada ($7,200 or $9,200)	These are Payments only PAF prepared by their office – not from our departments	Nothing by our office
Alberta-Saxony Intercultural Internship Alliance (ASiiA)	No involvement	FVCA done by Researcher Letter – prepared by Researcher PAF – prepared by ALES HRA
Other types of Awards	No involvement	Done by our Faculty/Department

Contacts at UAI:

Gretchen Dubois-Phillips (Manager, Visiting Student Programs)
gretchen.phillips@ualberta.ca or (780) 492-7884

Brendan Cavanagh (Internship Programs Coordinator (Inbound)
brendan.cavanagh@ualberta.ca or (780) 248-1020

ALES HR Protocols and Procedures

Process of Recruitment:

Identify Recruitment Need
↓
Job Advertisement
↓
Candidate Screening
↓
Testing (optional)
↓
Interviews
↓
Pre-employment Checks
↓
Extension of Job Offer
↓
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/Team Lead
- 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 (Team Lead)
- May take part in interviews if their schedule allows (Team Lead)
- 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.

ALES HR Protocols and Procedures

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 grade7 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.

ALES HR Protocols and Procedures

Expressions of Interest continued……..

> **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.**

ALES HR Protocols and Procedures

Expressions of Interest continued…….

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.

ALES HR Protocols and Procedures

Advertising Requirements by Appointment Type

Appointment Type	Advertisement Required /Recommended
Faculty (Assistant/Associate/Full Professor)	Required – Minimum 5 days If considering Foreign Nationals – Minimum 30 Calendar Days Advertised Via – UofA Careers, CAUT, and University Affairs
Administrative Professional Officer (APO)	Required – Minimum 5 days 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.
Faculty Services Officer (FSO)	Required – Minimum 5 days • 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.
Trust/Research Academic (TRAS)	Recommended If considering Foreign Nationals – Minimum 30 Calendar Days Advertised Via – UofA Careers, CAUT, and University Affairs

ALES HR Protocols and Procedures

Advertising Requirements by Appointment Type continued……..

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:

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

* 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 HR Protocols and Procedures

Processing Increments for Temporary Academic Employees:

1. Run Staff Detail Report which can be found at **Main Menu → HR Operational Reports → Employee lists, counts, labels → Staff Detail** Search by Run control id. This is usually your ccid but could be your employee id. Use the following parameters for your search. Ensure that you select Temporary, Salaried and Academic.

2. Once you have run the report, save as an excel spreadsheet in the PREP D folder located in the H Drive by year.

3. Sort data by Bargaining Unit.

4. Delete all Admin appointments (eg. Chair). Only ATS, TAPS and TRAS Employees will remain.

5. Confirm that the employee is active in Job Data in HCM. **Ensure you add all changes (eg. Rehires/new appointments) to your spreadsheet after the initial query has been run.** If the employee is not currently active or will not be active after June 30 of the current year, DO NOT send out the PREPD form (unless the contract will be extended after July 1.)

ALES HR Protocols and Procedures

6. Update the Annual Report: Performance Review, Evaluation, and Professional Development (PREPD) for Temporary Staff form with the evaluation period. Save this in the folder under the employee name. Do one for each Temporary Employee. The review period for the Faculty of ALES is from April 1-March 31, even though the increment period for Academic Staff is is July 1 - June 30 of each year. Also, add the employee's name, title and unit. You will only need to update the first page of this document; the remaining pages will be filled out by the supervisor and the employee. You may be required to get the Chair's signature once both the employee and supervisor have signed the document.

7. Send a separate email for each PREP D form sent, even if the Supervisor has multiple employees. Email the PREPD to the Supervisor cc'ing the employee. This should be sent on or about April 1 of each year. Allow 6 weeks for completion. In the email, provide a deadline as to when the completed and signed document should be returned to you (eg. May 15). Please ensure that you track when the PREP D was sent and when it was returned on your spreadsheet. If you do not receive the PREPD by the deadline date, resend the original email cc'ing the employee again to remind the Supervisor that the deadline has passed and that the completed evaluation has not been submitted. Give a new deadline (about 5 working days for them to complete). If the form is not returned by the 2nd deadline date or you do not receive an response from the Supervisor, email the string again to the Supervisor cc'ing the employee and the Chair and provide a third deadline date (eg. June 1). If you do not receive the paperwork after the third deadline, advise HR Manager of the situation and ask for assistance to obtain the required documentation.

8. When calculating increments, COLA should **always** be added before the Merit Increment is awarded. Always round to the nearest dollar value.

9. If the Supervisor is Professor/PI, you will need the Chair's signature. If the Supervisor is the Chair, you will require the Dean's signature. Each form must have 3 signatures under the "The Annual Report of Performance" in order for you to process the merit (Employee, Supervisor, Chair/Dean). "Upcoming Performance Plan" only requires the Employee and the Supervisor signature. Please ensure that all required signatures are on the completed form prior to processing.

ATS (Academic Teaching Staff/Sessional) Employees:

For an ATS Employee to eligible for increment, they are required to have worked 8 months without a 12 month break. If the employee has not worked 8 months, they are not eligible for Merit Increment.

ALES HR Protocols and Procedures

For ATS Staff that are Sessional Lecturers, increment is to be given at the time of reappointment for the next term, if they meet the requirements (They worked 8 out of 12 months). Please refer to the ATS Collective Agreement. Rates are subject to change after negotiation.

EXAMPLE #1

Continuing Full time ATS Employee (PhD level) is awarded 1 increment. Current Salary is $88,672 (Level 7). Increment calculation is $88,672 + $2,552 (increment value for PhD level) = $91,224. His new salary is $91,224 per annum.

TAPS (Temporary Administrative & Professional Staff) Employees:

TAPS Employees can receive a maximum of 5 Merit increments total. Additional increments may be awarded at the decision of the Appointing Officer after the original 5 increments have been awarded. Currently 1 Merit Increment is valued at 3% of base salary. Please refer to the TAPS Collective Agreement. Rates are subject to change after negotiation.

EXAMPLE # 1

Full time TAPs Employee is at Level 1 has a current salary of $100,000. He is given 1 increment. Increment value is 3%. Increment calculation is $100,000 x 3% = $103,000. However, the maximum salary for Level 1 is $102,355 so they cannot be paid $103,000 since this is above the maximum for Level 1. Increment would be 1 increment to maximum salary. $100,000 +$2,355= $102,355. His new salary is $ 102,355 per annum.

ALES HR Protocols and Procedures

TRAS (Trust/Research Academic Staff) Employees:

For TRAS Employees, identify the Level and Range (this can be found on the most recent appointment letter). Send the PREP D whether or not they are at the maximum. If the employee did not work the full year, the increment would be prorated. The increment would also be prorated if the employee works part time. Once the employee reaches the maximum for their level and range, increments can only be provided if the Supervisor advises that they have moved to the next range. Once the employee is at the maximum for their range, no further Merit Increments can be given. Please refer to the TRAS Collective Agreement. Rates are subject to change after negotiation.

EXAMPLE #1

Full time TRAS Level 1A Employee with a start date of February 1. Current salary is $60,000. He is awarded 1 Merit Increment. Merit value for Level 1 is $1,820. Increment Calculation is $1,820/ 12 months x 5 months (Feb-June) = $758. $60,000 +$758 = $60, 758. New salary is $60,758 per annum.

EXAMPLE #2

Part time TRAS Level 2B employee works 0.8 FTE. Current salary is $37,042. He is awarded 2 Merit Increments. Merit value for one increment for Level 2 is $2,317. Calculation is $2,317 x 0.8 =$1853.60 x 2 (since he was awarded 2 increments) =$3,707.20. $37, 042 +3,707 = $40,749. New salary is $40,749 per annum.

EXAMPLE #3

Full time TRAS Level 1A TRAS employee was awarded 2 Merit Increments. Current Salary is $62,305. Merit Value for 1 Increment for Level 1 is $1,820. Calculation is $1,820 x 2 = $3,640. $62,305 + $3,640 = $65,945. However, the maximum for Level 1A is $65,490. Since $65,945 is greater than $65,490, the increment would be 2 increments to maximum salary. $62,305 + $3,185 = $65,490. New salary is $65,490 per annum.

ALES HR Protocols and Procedures

10. Once you have calculated the salary, initiate an eForm to process the increment. Central HR does not require any attachments or back up of the PREP D form. Ensure to keep a copy in both the employee's electronic file and physical file. All other fields of the form will be filled out. Enter the new salary as calculated. The Action/Reason will be Pay Rate Change → Merit. In the comments ensure you put in the employees level/range and the number of increments awarded. Put your calculation in the comments as well. Please see screen shot below:

ALES HR Protocols and Procedures

11. If you are rehiring the employee and giving the Merit Increment at the same time, the Action/Reason would be Data Change→Re-appointment with Merit. In the comments ensure you put in the employees level/range and the number of increments awarded. Put your calculation in the comments as well. Please see screen shot below:

Temporary Academic Employees PREP D Process Timeline Summary:

Timeline	Process Step
Prior to April 1	Run Staff Detail Report. Update first page of PREP D form and save in folder
April 1	Send out PREP D form to Supervisor cc'ing the employee, providing a deadline date of approximately May 15.
May 16	Send out reminder to all Supervisors that have not sent in the completed forms with a 2nd deadline date of approximately May 23 cc'ing the employee
May 24	If still not received by May 24, send out another reminder with the email string to the Supervisor cc'ing the employee and the Chair with the 3rd deadline date of May 31.
June 1	If completed form is still not received by this point, contact HR Manager for assistance.
June 1 or before	Calculate Merit Increments and initiate the eForm. Update spreadsheet with the new salary, eForm id and the date the eForm was initiated.
June 30	All calculations and eForms should be initiated and submitted for approval for July 1 increment.

ALES Finance and Human Resources: Common Procedures

Processing Off-Cycle Cheques:

Off Cycle checks must be requested by HRA. Central HR decides on a case by case basis if an off-cycle will be done. Missing pay deadlines is NOT a reason for an off cycle and such requests will not be granted.

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 recieves 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.

ALES Finance and Human Resources: Common Procedures

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 0fficer will complete necessary security access requests

ALES Finance and Human Resources: Common Procedures

Processing Speedcode Changes:

UNIVERSITY OF ALBERTA — HUMAN RESOURCE SERVICES

Speedcode/Combo Code Change Request

This form is used to notify Payroll and Benefit Services of speedcode/combination code changes.

For assistance with this form, please contact your Payroll Contact or call (780) 492-4555.

Please submit completed form to:

Email: payroll.operations@ualberta.ca
Mail: 2-60 University Terrace
Fax: (780) 492-3800

Print

A. Employee Information

Person ID # _____   Dept ID _____   Department _____

Last Name _____   First Name _____   Middle Name(s) _____

Employee Type: ☐ Support ☐ Academic ☐ Student ☐ Postdoctoral Fellow ☐ POI   Record # _____

Appointment Details: ☐ Regular ☐ Hourly ☐ Temporary/Excluded ☐ Graduate Assistantship ☐ Scholarship/Bursary ☐ Admin Appointment

B. Speedcode/Combo Code Change Details

Change Effective Date (yyyy/mm/dd) _____   Fund Source: ☐ Operating ☐ Trust

Earnings Distribution

Earnings Type:
(only select applicable earning types for changes indicated below)
☐ Regular Salary ☐ Market Supplement ☐ Salary Supplement

☐ Mobile Allowance ☐ Responsibility Pay ☐ Other   (If earnings type not listed please indicate in Section C below)

Current Combination Code	New Combination Code	% distribution
Current Combination Code	New Combination Code	% distribution
Current Combination Code	New Combination Code	% distribution
Current Combination Code	New Combination Code	% distribution

Benefit/Statutory Deductions Distribution

☐ Statutory Deductions Only (CPP/EI/WCB)   ☐ Benefit Charges Only

☐ Change Both   ☐ No Changes

Current Combination Code	New Combination Code	% distribution
Current Combination Code	New Combination Code	% distribution
Current Combination Code	New Combination Code	% distribution
Current Combination Code	New Combination Code	% distribution

C. Comments - Please indicate reason for change

D. Authorizations

Prepared By: Name _____ Signature _____ Date (yyyy/mm/dd) _____

Independent Reviewer: Name _____ Signature _____ Date (yyyy/mm/dd) _____

ALES Finance and Human Resources: Common Procedures

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

Finance Administrator will send a Audit Request to HR Team Lead. After reviewing the request, the HR Team Lead will contact the Finance Administrator for additional details or clarification.

HR Team Lead will forward the Audit Request to the appropriate HR Administrator, indicating the timelines for completion.

HR Administrator will compile the information requested and will ensure that sensitive information such as addresses, SIN and any personal information contained in the documents are taken out or covered up.

HR Administrator will scan/send the required documentation to the Finance Administrator cc'ing the HR Team Lead

ALES Finance and Human Resources: Common Procedures

Finance Speed code requests for confirmation of speed code

Step 1
Check your emails to see where the payment should be coming from. If it is the same speed code, let the FA know.   If it is a different speed code…

Step 2
Check your paperwork/eForm and ensure you used the correct speed code in your transaction. If your paperwork was completed correctly…

Step 3
Look on the GL funding page in HCM and etrac. If the payment is coming from the correct speed code, let FA know it was a timing issue. If not correct…

Step 4
Contact Payroll Assistant in Central HR and let them know that the Department Budget Table needs to be updated. Request that the SBA's be updated by the Payroll Assistant and Ask them to advise when this has been completed. Let FA know that the Central HR has been contacted and that you will let them know once this is completed.

Step 5
Once you hear back from Central that is has been corrected, advise the FA that this has been completed to close the loop. (It is recommended that you check the GL funding page/etrac to confirm the change was done).

Step 6
As always, ensue that you are keeping your FA's in the loop when a speed code change occurs. Ensure that they are cc'd on any emails requesting speed code changes from the PI.

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.

ALES Graduate Programs and Human Resources

Human Resources Overview:

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

ALES Graduate Programs and Human Resources

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  │ ───→ │ Copy of Study Permit and SIN │
└──────────────────────────────┘      │ required for students file;  │
                     ↓                 │ save in S drive (HR or GA to │
┌──────────────────────────────┐      │ do)                          │
│ 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    │
└──────────────────────────────┘
```

Ending Student Pay:

```
┌──────────────────┐      ┌─────────────────────────────────────────┐
│                  │ ───→ │ 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.                                     │
│                  │      └─────────────────────────────────────────┘
│ HR completes     │
│ EPAF to end      │ ───→ ┌─────────────────────────────────────────┐
│ students pay     │      │ HE/REES/RR only: Supervisor emails HR    │
│ when             │      │ 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.                                       │
└──────────────────────────────────────────────────────────────┘
```

ALES Graduate Programs and Human Resources

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 – signed offer letter received?

No → Email supervisor to confirm pay is continuing. Indicate cannot guarantee student will be paid on time if pay information received after August 15

Yes → Save signed offer letter to student's HR file on S drive; create EPAF; add pay details to database

No → **HE/REES/RR** - Request supervisor inform student; do not complete new offer letter

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

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.**

ALES Graduate Programs and Human Resources

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.

ALES Graduate Programs and Human Resources

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.**

ALES Graduate Programs and Human Resources

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**

75/25 Split	PhD - $23,000 per annum	MSc - $21,000 per annum
GRAF Minimum Per Month	$1,916.67	$1,750
75% Department	$1,437.50	$1,312.50
25% Supervisor	$479.17	$437.50

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

ALES Graduate Programs and Human Resources

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.**

ALES Graduate Programs and Human Resources

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).**

ALES Graduate Programs and Human Resources

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.**

ALES Graduate Programs and Human Resources

Renewable Resources – Graduate Student Pay continued……..

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.**

ALES Graduate Programs and Human Resources

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	Winter Term Timeline	Spring Term Timeline
HR updates timeline, request enrollment report, update stats and send to Assistant Chair	May	Oct	Apr 1
Assistant Chair returns TA/Marker approvals; HR Team Member emails instructors requesting TA/Marker names	June	Nov	Apr 8-15
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	July	Dec	Apr 18-25
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

ALES Graduate Programs and Human Resources

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.

ALES Graduate Programs and Human Resources

Graduate Student Pay: HECL GTA Procedures Flow Chart

Date	Action
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

ALES Graduate Programs and Human Resources

Graduate Student Pay: REES GTA Procedures Flow Chart

Date	Action
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

ALES Graduate Programs and Human Resources

Graduate Student Pay – RR GTA Procedures Flow Chart

```
┌──────────────┐          ┌─────────────────────────────────────────┐
│              │─────────▶│ Prepare spreadsheets confirming          │
│ Assistant    │          │ instructor and department TA/Marker      │
│ Chair        │          │ approvals for each course and submits    │
│ will         │          │ to HR Team Member                        │
│              │          └─────────────────────────────────────────┘
│              │          ┌─────────────────────────────────────────┐
│              │─────────▶│ Emails instructors with department       │
│              │          │ approvals and requests they send         │
│              │          │ student names to HR Team Member          │
└──────────────┘          └─────────────────────────────────────────┘
```

```
┌──────────────┐          ┌─────────────────────────────────────────┐
│              │          │ Prepares offer letters and submits to    │
│ HR Team      │─────────▶│ Assistant Chair who signs and returns    │
│ Member       │          │ to HR Team Member, letter sent to        │
│              │          │ instructor and student for signature     │
│              │          │ and returned to HR                       │
└──────────────┘          └─────────────────────────────────────────┘
```

Fall Term Timeline		Winter Term Timeline

May	Receive spreadsheet/updates from Assistant Chair	Oct
June	Assistant Chair emails instructors requesting TA/Marker names/HR Team member sends reminder email to instructors	Nov
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	Nov
Aug/Sep	HR Team Member completes EPAFs	Dec/Jan

ALES Graduate Programs and Human Resources

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:
- o 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.
- o 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:
- o 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.

ALES Graduate Programs and Human Resources

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.
    - o Student submits required paperwork to GA.
    - o GA obtains signatures, submits to FGSR and send LOA approval email to student and supervisor and cc's HR team.
    - o 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).
    - o 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.
    - o 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.
    - o Student submits required paperwork to GA.
    - o GA obtains signatures, submits to FGSR and sends LOA approval email to student and supervisor and cc's HR team.
    - o 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).
    - o 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.
    - o 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.
    - o 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)**
    - o 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.
    - o 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.
    - o SSHRC – unknown process at this time.

ALES Graduate Programs and Human Resources

Leave of Absence Flow Chart

```
┌─────────────────────────────────┐
│ GA approves LOA. Sends email     │
│ confirmation to student,         │
│ supervisor, HR team (cc Finance  │
│ member).                         │
└─────────────────────────────────┘
                │
                ▼
┌─────────────────────────────────┐                    ╭──────╮
│ Is LOA Medical/Maternity/        │──────────────────▶│  No  │
│ Paternal leave?                  │                    ╰──────╯
└─────────────────────────────────┘                        │
                │                                           ▼
            ╭──────╮                          ┌─────────────────────┐
            │ Yes  │                          │ Student is on        │
            ╰──────╯                          │ unpaid leave.        │
                │                             └─────────────────────┘
                ▼
┌──────────────────┐                     ╭──────╮
│ Maternity leave  │────────────────────▶│  No  │
└──────────────────┘                     ╰──────╯
                │                          ╱        ╲
            ╭──────╮              ┌──────────┐   ┌──────────┐
            │ Yes  │              │ Parental │   │ Medical  │
            ╰──────╯              │ Leave    │   │ Leave    │
                │                 └──────────┘   └──────────┘
                ▼                      │              │
┌──────────────────────────┐          ▼              ▼
│ Paid by Tri-Council       │
│ Research grant?           │
└──────────────────────────┘
        │            │
    ╭──────╮     ╭──────╮
    │ Yes  │     │  No  │
    ╰──────╯     ╰──────╯
        │            │
        ▼            ▼
```

Yes branch (Paid by Tri-Council Research grant):
Follow steps in Section 10.10.2 Maternity Leave: Tri-Council Recovery

No branch:
HR follows GSA Collective Agreement to pay student. If the research grant does not have maternity benefits, the leave is unpaid.

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.

ALES Graduate Programs and Human Resources

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     │─────────▶│    No    │
│ being paid by a Tri-Council      │          └──────────┘
│ Research Grant.                  │                │
└─────────────────────────────────┘                ▼
                 │                        ┌──────────────────┐
                 ▼                        │ See Section       │
           ┌──────────┐                   │ 10.12.1.  No      │
           │   Yes    │                   │ recovery of funds │
           └──────────┘                   │ required.         │
            ╱        ╲                     └──────────────────┘
           ╱          ╲
     ┌────────┐    ┌────────┐
     │  CIHR  │    │ NSERC  │
     └────────┘    └────────┘
         │             │
         ▼             ▼
```

CIHR branch:

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 branch:

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.

ALES Graduate Programs and Human Resources

Grad-HR - Frequently Asked Questions (FAQs):

Question	Can a grad student TA if he/she is not registered for that term?
Answer	Yes, but paid as staff; international students must have a work permit; cannot be on Leave of Absence (LOA).

Question	Can a grad student TA if he/she is registered but will complete their program by the middle of the term.
Answer	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.

Question	If an instructor in AFNS requests additional TA support when will the department confirm additional TA support?
Answer	After the term registration deadline when students can no longer add or drop courses.

Question	Can a supervisor end a student's pay in HE/REES/RR before he/she has completed their program?
Answer	Yes, as long as the contract (GRAF/GTA/GRA) has expired or supervisor can prove lack of progress.

Question	Can a supervisor in AFNS end a student's pay before he/she has completed their program?
Answer	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.

ALES Graduate Programs and Human Resources

Question	If a student's contract has not expired but the student has completed their program can their pay be ended?
Answer	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.

Question	Is there a maximum number of external hours a student can work if he/she is being paid a stipend?
Answer	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 – https://www.ualberta.ca/faculty-and-staff/my-employment/collective-agreements-and-handbooks. 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.

Question	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?
Answer	Yes, students can split up the paid maternity letter. This is a very rare request.

Question	Student has requested maternity leave but granting agency does not cover paid leave benefits. Can student still receive paid maternity leave?
Answer	No student must take unpaid maternity leave if the grant paying her stipend does not cover paid leave benefits.