



University of Ottawa – Postgraduate Medical Education 2023-2024 Payroll New Hire Kit



Welcome to the University of Ottawa, Faculty of Medicine for your residency!

This document will provide you with relevant information with regards to your registration with our office, bi-weekly pay, benefits, on call stipends and other information useful to you throughout your residency. For any questions not addressed in this new hire kit, our team remains available at pgmepay@uottawa.ca.

Table of Contents

General Payroll Information	3
What Do We Do?	3
Registration with the Payroll Office	3
New Hire Profile	4
TD1 & TD1ON (Personal Tax Credits Forms)	4
Manulife Health and Dental Insurance Enrolment Form	4
Sun Life Group Life Insurance Beneficiary Designation Form	5
Nethris – Payroll System	5
Common Rotation Schedule 2023-2024	6
On Call Stipends	7
On Call Stipend System	7
Login to the On Call Stipend System	7
On Call Stipend Submission Deadlines	8
Payroll Payment Schedule for Call Stipends 2023-2024	9
Health and Dental Insurance coverage with Manulife	10
How to Register	10
Life Insurance with Sun Life	11
Long Term Disability (LTD) with Desjardins	11
Travel Reimbursement	12
Taxi Reimbursement	12
Second Parking Reimbursement	12
Travel Reimbursement Claim Form	12
Additional Helpful Information	13
When to Contact the Payroll Office	13

General Payroll Information

- As long as your information is received by June 15, 2023, you will receive your first bi-weekly pay on **Friday, July 14, 2023**. Subsequent deposits are made on a bi-weekly basis.
- Your bi-weekly deposit generally includes salary for 10 working days, which is considered a full pay. Your first pay will be for 5 days (July 1st to July 7th inclusively)
- Your pay will be deposited directly in the bank account you have provided to our Payroll Office.

What Do We Do?

We are responsible for:

- Processing your bi-weekly pay
- Issuing your user code and temporary password for the Nethris payroll system
- Processing your Chief/Senior resident premium (if applicable)
- Processing your TD - Personal Tax Credits forms (completed by you)
- Administrating your life insurance, long-term disability, health and dental benefit plans
- Producing official employment-related documentation upon request such as letters of employment, letters to CRA, T2200, etc.
- Issuing Records of Employment (ROE) when necessary
- Issuing your T4 tax form (available in the online Nethris system)
- Processing travel reimbursement claims that are approved by your program.
- Processing your top-up payment when you are on pregnancy/parental leave.

Registration with the Payroll Office

Please verify your uOttawa student email frequently as you will receive the following forms via DocuSign to complete:

1. New Hire Profile
2. TD1 & TD1ON (Personal Tax Credits Forms)
3. Manulife Health and Dental Insurance Enrolment Form
4. Sun Life Group Life Insurance Beneficiary Designation Form

They must be completed and returned to our Office no later than June 15, 2023. **Failure to do so will result in pay delays.**

New Hire Profile

This form asks for basic information that our Payroll Office will need to create your payroll file. Complete all fields and attach a void cheque OR direct deposit form issued by your financial institution.

TD1 & TD1ON (Personal Tax Credits Forms)

Please complete and sign both forms. Your employee number is not your student number. We will assign you an employee number when you return your new hire kit, so you can leave the employee number field blank on the form.

The TD1 & TD1ON forms are used to calculate how much tax will be deducted at the source from your bi-weekly pay. You can also use the TD1 form to have additional tax deducted; this section is located on the second page of the form.

Additional information about TD1 & TD1ON:

- If you are unsure of the financial implication of these forms, it is highly recommended to consult the individual or firm in charge of filing your taxes.
- Every individual fills these forms out differently, according to what works best for their personal situation. While our office is here to help you understand the general nature of these forms, it is ultimately your decision on how to fill out the forms.
- As per CRA, you are considered a full-time employee and a full-time student. This means that you are entitled to enter the tuition amount on the TD1 form, should you wish to, for the period you are training as a medical resident.
- If you choose to leave all lines at zero except for line 1, you will be taxed fully throughout the year.
- It is suggested that you review your TD forms and submit new forms (if required) at the beginning of each calendar year.
- You are ultimately responsible for the figures on the forms and updating them should there be any changes to your personal tax credits.

Manulife Health and Dental Insurance Enrolment Form

Please complete and sign the form.

Extended Health Care and Dental is a mandatory benefit for which the employer pays 100% of the premium (single or family coverage).

Sun Life Group Life Insurance Beneficiary Designation Form

Please complete and sign the form. This form is to designate your life Insurance beneficiary.

Group Life Insurance is a mandatory benefit for which the employer pays 100% of the premium.

Additional information about the beneficiary designation form:

Please ensure that you name at least one beneficiary. There can be more than one beneficiary, but you must indicate the split between beneficiaries as a percentage. The percentage is out of 100 and it can be split in any way.

Example 1: Beneficiary 1 (100%)

Example 2: Beneficiary 1 (70%), Beneficiary 2 (30%)

Example 3: Beneficiary 1 (50%), Beneficiary 2 (50%)

If you are naming a minor as a beneficiary (except in Québec), you must designate a Trustee. In the case where there is no such Trustee, the duly appointed guardian will act as Trustee until the child reaches the age of majority.

If you do not want to name a specific beneficiary, please list the name of the estate that will inherit the proceeds.

Nethris – Payroll System

Nethris is the payroll system we use to issue all employment payments related to your residency. You will receive a message directly to your uOttawa student email from the Nethris system to create your account. Once you have created your account, you will be able to consult your bi-weekly paystubs and T4 (only available in February).

If you are experiencing difficulties with your Nethris account, please contact our office at pgmepay@uottawa.ca.

Common Rotation Schedule 2023-2024

The Common Rotation Schedule has thirteen (13) blocks.

Block	Start Date	End Date
1	Saturday, July 1, 2023	Monday, July 31, 2023
2	Tuesday, August 1, 2023	Monday, August 28, 2023
3	Tuesday, August 29, 2023	Monday, September 25, 2023
4	Tuesday, September 26, 2023	Monday, October 23, 2023
5	Tuesday, October 24, 2023	Monday, November 20, 2023
6	Tuesday, November 21, 2023	Monday, December 18, 2023
7	Tuesday, December 19, 2023	Monday, January 15, 2024
8	Tuesday, January 16, 2024	Monday, February 12, 2024
9	Tuesday, February 13, 2024	Monday, March 11, 2024
10	Tuesday, March 12, 2024	Monday, April 8, 2024
11	Tuesday, April 9, 2024	Monday, May 6, 2024
12	Tuesday, May 7, 2024	Monday, June 3, 2024
13	Tuesday, June 4, 2024	Sunday, June 30, 2024

On Call Stipends

Residents are entitled to receive a call stipend amount for in-hospital call, out-of-hospital call (home call) and qualifying shifts.

There will be a weekday and weekend call stipend for residents scheduled for in-hospital call, and for residents scheduled for home call or for qualifying shifts (including emergency department and other night shifts). Qualifying shifts are only those shifts where one full hour worked on the shift occurs between midnight and 6 a.m.

Type of Stipend	Effective July 1, 2022
Weekday In-hospital	\$132.67
Weekend In-hospital	\$145.95
Weekday Home Call/Qualifying Stipend	\$66.34
Weekend Home Call/Qualifying Stipend	\$72.97

For more information regarding on call stipends, please consult the following links:

1. [2020-2023 PARO-OTH Agreement](#)
2. [PARO Call Stipends FAQ](#)
3. [During Residency – Call Stipends](#)

On Call Stipend System

To receive remuneration for your on call stipends, you must submit them using the on call stipend system. Claims entered by residents will be verified against their call schedules for accuracy.

Login to the On Call Stipend System

To login click [here](#).

1. You must use your uOttawa student email account to login to this system. If your uOttawa student email address is jsmith015@uottawa.ca, then your username is jsmith015@uottawa.ca.
2. The password will be the same one you use to login to access your uOttawa emails.

If you need assistance, please contact our Payroll Office at pgmepay@uottawa.ca.

On Call Stipend Submission Deadlines

Each Resident is responsible to submit their on call stipend claims by the deadline. Claims not submitted within 30 days following the end of the month in which the call was worked, will not be paid except for circumstances reasonably beyond the control of the resident. The deadlines for on call stipend submission for each block:

Block	Start Date	End Date	On Call Stipend Submission Deadline
1	Friday, July 1, 2023	Monday, July 31, 2023	August 30, 2023
2	Tuesday, August 1, 2023	Monday, August 28, 2023	September 30, 2023
3	Tuesday, August 29, 2023	Monday, September 25, 2023	October 30, 2023
4	Tuesday, September 26, 2023	Monday, October 23, 2023	November 30, 2023
5	Tuesday, October 24, 2023	Monday, November 20, 2023	December 30, 2023
6	Tuesday, November 21, 2023	Monday, December 18, 2023	January 30, 2024
7	Tuesday, December 19, 2023	Monday, January 15, 2024	March 1, 2024
8	Tuesday, January 16, 2024	Monday, February 12, 2024	March 30, 2024
9	Tuesday, February 13, 2024	Monday, March 11, 2024	April 30, 2024
10	Tuesday, March 12, 2024	Monday, April 8, 2024	May 30, 2024
11	Tuesday, April 9, 2024	Monday, May 6, 202	June 30, 2024
12	Tuesday, May 7, 2024	Monday, June 3, 2024	July 30, 2024
13	Tuesday, June 4, 2024	Sunday, June 30, 2024	July 30, 2024

Payroll Payment Schedule for Call Stipends 2023-2024

The on call stipend claims are paid to residents on a monthly basis. Below you will find a payment schedule so that you can know when to expect to receive a payment for claims you have entered in the On Call Stipend System.

Date of Submission	Paid On
July 1, 2023 to July 31, 2023	August 11th, 2023
August 1 st , 2023 to August 31 st , 2023	September 8 th , 2023
September 1 st , 2023 to September 30 th , 2023	October 6 th , 2023
October 1 st , 2023 to October 31 st , 2023	November 3 rd , 2023 & November 10 th , 2023
November 1 st , 2023 to November 30 th , 2023	December 1 st , 2023 & December 8 th , 2023
December 1 st , 2023 to December 31 st , 2023	January 12 th , 2024
January 1 st , 2024 to January 31 st , 2024	February 9 th , 2024
February 1 st , 2024 to February 29 th , 2024	March 8 th , 2024
March 1 st , 2024 to March 31 st , 2024	April 5 th , 2024
April 1 st , 2024 to April 30 th , 2024	May 3 rd , 2024 & May 10 th , 2024
May 1 st , 2024 to May 31 st , 2024	June 14 th , 2024
June 1 st , 2024 to June 30 th , 2024	July 12 th , 2024

Please note that this schedule is merely to keep track of payroll related payment dates and is not related to the on call stipend submission deadlines.

Health and Dental Insurance coverage with Manulife

Extended Health Care and Dental is a mandatory benefit for which the employer pays 100% of the premium (single or family coverage).

How to Register

Once your enrolment has been processed by our office, you will receive a benefits card via mail from Manulife. If you have requested family coverage on your enrolment form, Manulife will provide one additional card (listed under your name) for your dependent(s) to use.



Once you have received your Manulife benefits card, you will have to [register online](#):

Site access

Register for your Plan Member Secure Site

Registration is a one-time process designed to protect your private information

Where to find this information

Let us help you find your information. Select a familiar document from the list below

Select a document

Plan contract number: 0086936

Member certificate: 123456

Last name: Smith

First name: John

Date of birth: 1 January 1992

Email address: jsmith015@uottawa.ca

Rules for passwords :

- must be 8-64 characters long
- can't use spaces or double quotes
- must be a mix of
 - 1 uppercase letter
 - 1 lowercase letter
 - 1 number
 - 1 special character (such as \$, %, # or @)

Password:

Re-enter password:

By clicking "Submit", you are confirming your identity as the person above.

Submit

All the information needed to register is on your benefit card. Please be sure to use your student uOttawa email in the Email address field. Once you are registered, you can set up direct deposit and submit online claims.

Additional information regarding your Manulife benefits:

- All residents must contact Manulife directly for any matters pertaining to claims and payment of claims.
- You can access your benefits booklets on the Manulife website once you are logged in your account. The booklet will contain specific information regarding the group policy and entitlements.

Life Insurance with Sun Life

Sun Life Financial - Policy 87989

The group life insurance is mandatory. Residents are automatically insured on the first day of employment. The value of insurance is two times the annual earnings adjusted to the nearest \$500.00 of which the employer pays 100% of the premium.

Long Term Disability (LTD) with Desjardins

Desjardins Financial Security – Policy 540846

Long term disability insurance is mandatory. Residents are automatically insured on the first day of employment. The monthly benefit is 70% of earnings, commencing after six (6) months of medical leave with benefits payable to age 65.

The premium is 100% employee paid. The premium is 1.049% of your salary, plus retail sales tax (8% for Ontario and 9% for Québec). This rate will remain in effect until November 30, 2023. The rate is subject to change thereafter.

Travel Reimbursement

Taxi Reimbursement

You can be reimbursed for travelling to the hospital when you are on home call.

Upon presentation of appropriate receipts and signed form, residents on home call may be reimbursed up to \$70 per month for taxi charges, if:

- The resident is on home call and can respond within the hospital's Medical Advisory Committee approved response time.
- The resident does not have a parking pass.
- The resident is called in for clinical duties after 6PM and before 6AM.

Second Parking Reimbursement

You can be reimbursed for a second parking when you are required to travel between sites or return to a site for clinical duties, the resident will be reimbursed for the cost of parking associated with the time spent at the second or subsequent sites, provided that the distance travelled between sites exceeds 1 km.

Travel Reimbursement Claim Form

The [form](#) is used to reimburse eligible travel (second parking or taxi) expenses you incurred. Both types of claims must be in accordance with the [PARO-OTH agreement](#).

- Second Parking Reimbursement: the form must be completed and accompanied with a copy of your first parking receipt and a copy of your second parking receipt.
- Taxi Reimbursement: the form must be completed and accompanied with a copy of your taxi receipts.

The form is to be completed by the resident and approved by the program. The completed form must be submitted to the Payroll Office (pgmepay@uottawa.ca) for processing.

Additional Helpful Information

- If you are not from the Province of Ontario, you are required to apply for Health Insurance coverage. Once you move to Ontario, you should contact the Ontario Health Insurance Plan (OHIP) at (613) 783-4400 to be covered under the Ontario Health Insurance Plan. If you are a resident of Québec, you will have to contact Régime d'Assurance Maladie du Québec (RAMQ) at 1-800-561-9749.
- If you need to update your home address, please make the change in uOcampus directly. Our payroll office will then be notified and be able to update your payroll file accordingly.
- Our office only takes care of matters pertaining to the employment portion of your residency. We do not issue T4A's, T2202A's, T4's for teaching stipends, or any other year-end documentation related to the academic portion of your residency.
- If you have submitted a T1213 (Request to Reduce Tax Deductions at Source) form to CRA. Please provided us with a copy of your CRA approval letter as we will need to process your tax deductions reduction.

When to Contact the Payroll Office

Please contact our Payroll Office at pgmepay@uottawa.ca if you want to:

1. Asks questions regarding:
 - a. Bi-weekly pays
 - b. T4s
 - c. T2200s
 - d. Record of Employments
 - e. On Call Stipend System access
 - f. Travel Reimbursements
 - g. On call stipend claims and payments
 - h. Chief/Senior premium payment
2. Request your Nethris account to be unlocked or request a new temporary password.
3. Request an employment letter.
4. Request a copy of your T2200 form to declare the conditions of your employment, also known as employment expenses. Please note that our office only starts producing T2200 in the month of February.
5. Request to add a dependent to your Health & Dental benefits with Manulife.
6. Entry errors in the On Call Stipend System