



## University of Ottawa – Postgraduate Medical Education 2024-2025 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](mailto:pgmepay@uottawa.ca).

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## General Payroll Information

- As long as your information is received by June 12, 2024, you will receive your first bi-weekly pay on **Friday, July 12, 2024**. 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 1<sup>st</sup> to July 5<sup>th</sup> 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 TD1 - 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 taxi and second parking 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 12, 2024. **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. **All amounts indicated on the form remain in your payroll file until you inform us of a change.**

## Manulife Health and Dental Insurance Enrolment Form

Please complete and sign the form.

Extended Health Care and Dental are mandatory benefits 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](mailto:pgmepay@uottawa.ca).

# Common Rotation Schedule 2024-2025

The Common Rotation Schedule has thirteen (13) blocks.

<b>Block</b>	<b>Start Date</b>	<b>End Date</b>
1	Monday, July 1, 2024	Monday, July 29, 2024
2	Tuesday, July 30, 2024	Monday, August 26, 2024
3	Tuesday, August 27, 2024	Monday, September 23, 2024
4	Tuesday, September 24, 2024	Monday, October 21, 2024
5	Tuesday, October 22, 2024	Monday, November 18, 2024
6	Tuesday, November 19, 2024	Monday, December 16, 2024
7	Tuesday, December 17, 2024	Monday, January 13, 2025
8	Tuesday, January 14, 2025	Monday, February 10, 2025
9	Tuesday, February 11, 2025	Monday, March 10, 2025
10	Tuesday, March 11, 2025	Monday, April 7, 2025
11	Tuesday, April 8, 2025	Monday, May 5, 2025
12	Tuesday, May 6, 2025	Monday, June 2, 2025
13	Tuesday, June 3, 2025	Monday, June 30, 2025

## 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 September 14, 2023
Weekday In-hospital	\$ 161.86
Weekend In-hospital	\$198.49
Weekday Home Call/Qualifying Stipend	\$80.93
Weekend Home Call/Qualifying Stipend	\$99.24

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](mailto:jsmith015@uottawa.ca), then your username is [jsmith015@uottawa.ca](mailto: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](mailto: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 are :

<b>Block</b>	<b>Start Date</b>	<b>End Date</b>	<b>On Call Stipend Submission Deadline</b>
1	Monday, July 1, 2024	Monday, July 29, 2024	August 30, 2024
2	Tuesday, July 30, 2024	Monday, August 26, 2024	September 30, 2024
3	Tuesday, August 27, 2024	Monday, September 23, 2024	October 30, 2024
4	Tuesday, September 24, 2024	Monday, October 21, 2024	November 30, 2024
5	Tuesday, October 22, 2024	Monday, November 18, 2024	December 30, 2024
6	Tuesday, November 19, 2024	Monday, December 16, 2024	January 30, 2025
7	Tuesday, December 17, 2024	Monday, January 13, 2025	March 2, 2025
8	Tuesday, January 14, 2025	Monday, February 10, 2025	March 30, 2025
9	Tuesday, February 11, 2025	Monday, March 10, 2025	April 30, 2025
10	Tuesday, March 11, 2025	Monday, April 7, 2025	May 30, 2025
11	Tuesday, April 8, 2025	Monday, May 5, 2025	June 30, 2025
12	Tuesday, May 6, 2025	Monday, June 2, 2025	July 30, 2025
13	Tuesday, June 3, 2025	Monday, June 30, 2025	July 30, 2025



# Payroll Payment Schedule for Call Stipends 2024-2025

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, 2024 to July 31, 2024	August 9 <sup>th</sup> , 2024
August 1 <sup>st</sup> , 2024 to August 31 <sup>st</sup> , 2024	September 6 <sup>th</sup> , 2024
September 1 <sup>st</sup> , 2024 to September 30 <sup>th</sup> , 2024	October 4 <sup>th</sup> , 2024
October 1 <sup>st</sup> , 2024 to October 31 <sup>st</sup> , 2024	November 1 <sup>st</sup> , 2024 & November 8 <sup>th</sup> , 2024
November 1 <sup>st</sup> , 2024 to November 30 <sup>th</sup> , 2024	December 13 <sup>th</sup> , 2024
December 1 <sup>st</sup> , 2024 to December 31 <sup>st</sup> , 2024	January 10 <sup>th</sup> , 2025
January 1 <sup>st</sup> , 2025 to January 31 <sup>st</sup> , 2025	February 7 <sup>th</sup> , 2025
February 1 <sup>st</sup> , 2025 to February 28 <sup>th</sup> , 2025	March 7 <sup>th</sup> , 2025
March 1 <sup>st</sup> , 2025 to March 31 <sup>st</sup> , 2025	April 4 <sup>th</sup> , 2025
April 1 <sup>st</sup> , 2025 to April 30 <sup>th</sup> , 2025	May 2 <sup>nd</sup> , 2025 & May 9 <sup>th</sup> , 2025
May 1 <sup>st</sup> , 2025 to May 31 <sup>st</sup> , 2025	June 13 <sup>th</sup> , 2025
June 1 <sup>st</sup> , 2025 to June 30 <sup>th</sup> , 2025	July 11 <sup>th</sup> , 2025

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 an email from Manulife to your uOttawa email account which includes your credentials and all the information pertaining to your registration. For more information, please see the Manulife group benefit registration video [here](#). Once logged in, you will be able to access your printable Manulife card (PDF format).



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. 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 0.906% of your salary. This rate will remain in effect until November 30, 2024. The rate is subject to change thereafter.

## Taxi/Parking 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** (\*not per block) 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](mailto: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 it to process your tax deductions reduction.

## When to Contact the Payroll Office

Please contact our Payroll Office at [pgmepay@uottawa.ca](mailto: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. Taxi and Parking 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