

UNDERGRADUATE MEDICAL EDUCATION

REMUNERATION GUIDE

UPDATED: August 31, 2018

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Introduction

The Undergraduate Medical Education processes over 20 000 stipend payments per year to remunerate physicians and health care providers who participate in teaching activities in the UGME program.

We have created this guide to help you with information related to your payments. If you have any suggestions, please contact us by e-mail at the address indicated at the end of this guide.

Payment process

Teaching activities are transferred from the One45 and Elentra database directly into our payroll database usually two weeks after they have taken place. Clerkship activities are added to our database by the hospital coordinators. Elective activities are transferred as soon as we have received the student's evaluation by the preceptor.

Only one default payment method is assigned for each individual, there is no option to modify the payment method according to teaching activities.

Payment through the Practice Plan (AFP)

Payments for physicians who are part of a Practice Plan are transferred directly to their department. For more information, you may contact the Financial Manager of your department.

Payment through the University

- **Payment of Professional Fees**
 - Physicians who are not part of a practice plan may be paid as professional fees.
 - The UGME Finance Office prepares and sends the payment request to the Faculty's Financial Services. The payment request is verified and approved, and deposits are made directly into your bank account within 15 business days. For direct deposit, you must fill out the "Application for Vendor Direct Deposit Banking" form and submit along with a void cheque to the UGME Finance Office (see Appendix 2).
 - Payment for various teaching activities may appear on the same invoice. You can view all details on the UGME Remuneration Portal by clicking on the invoice.

- **Direct payment as an employee of the University**
 - This payment method is used, for example, for members of the Department of Surgery.
 - Payments made to an employee of the University are subject to statutory deductions. Since the amount appearing on the invoice does not include these deductions at source, the deposit amount will be slightly lower. For further information on statutory deductions, please visit this link: <http://www.uottawa.ca/financial-resources/payroll/statutory-deductions.html>.
 - The UGME Finance Office prepares and sends the payment request to the Faculty's Payroll Services. Once the payment request is verified and approved, it is sent to the University's Payroll Services. The University payroll calendar is such that there may be a delay of a month and a half from the time we prepare the payment request to the date the deposit is made into your bank account.
 - Payment for various teaching activities may appear on the same invoice. You can view all details by clicking on the invoice from the UGME Remuneration Portal.

Payment through your professional society (Corporation)

- The UGME Finance Office prepares and sends payment requests to the Faculty's accounts payable department.
- It takes at most one week to process the request. For direct deposit, you must fill out the "Application for Vendor Direct Deposit Banking" form and submit along with a void cheque to the UGME Finance Office (see Appendix 2).

T4 and T4A

- T4 and T4A slips are issued in February. You can access these slips on My HR Profile: https://erpssb.uottawa.ca/BANPRODE/twbkwbis.P_WWWLogin. You will need your employee number. If you do not know your employee number, please contact the University's Human Resources Service at 613-562-5832.
- A T4A slip will be issued to you even if you are requesting deposit into an association account.
- For additional information on T4 and T4A slips, please visit the following link: <http://www.uottawa.ca/financial-resources/payroll/t4t4A>.

Updating personal information – Human Resources – University of Ottawa

Every employee is responsible to update their personal information such as home address and telephone number on my profile

https://erpssb.uottawa.ca/BANPRODF/twbkwbis.P_WWWLogin.

To obtain your employee number or for more information, please contact Human Resources at 613-562-5832 or infohr@uOttawa.ca.

UGME REMUNERATION PORTAL

The UGME recognizes the challenge of reconciling the payments received for teaching activities in the MD Program.

In order to address this important need, the UGME office obtained the Faculty's approval to work in collaboration with Medtech to create a payroll portal for professors. Using this portal, individuals can access their payroll information directly from our internal system.

Requesting portal access

To obtain access to the portal, please email your request to mededop@uottawa.ca.

How to access the portal

You can access the portal using the link below. You must enter your user name and password:
<http://app.med.uottawa.ca/stipends/members/Login.aspx>.



The screenshot shows the login page for the uOttawa Faculty of Medicine portal. At the top, the uOttawa logo and name are displayed, along with navigation links for uoZone, Bibliothèque, Programmes, Cartes, and Accès rapide. A language selector for English is also present. The main content area features a login form with the following elements:


- Ouvrir une session** (Open a session) header.
- uOttawa logo and **Faculté de médecine / Faculty of Medicine** text.
- Input fields for **Nom d'utilisateur :** (Username) and **Mot de passe :** (Password).
- A link for **Mot de passe oublié** (Forgot password).
- Ouvrir une session** (Open a session) and **Annuler** (Cancel) buttons.

At the bottom of the page, there are links for **Exigences techniques**, **Évaluez notre site**, **Politique de confidentialité**, and **Accessibilité**. The footer includes the copyright notice **© Université d'Ottawa** and a link for **Questions ou commentaires? Contactez-nous**.

Updating your profile in the portal

Your profile contains your personal information and some of the information may be updated:

1. Date of birth
2. Telephone number
3. Email address
4. Social insurance number (SIN)
5. Language preference for correspondence
6. Home address:
 - If you are receiving payment through the University, it is very important to also change your address with the University HR system in "My HR Profile".
https://erpssb.uottawa.ca/BANPRODF/twbkwbis.P_WWWLogin. You must use your employee number.
 - To obtain your employee number or for more information, please contact Human Resources at 613-562-5832 or infohr@uottawa.ca.
7. If HST information is not yet recorded: you must fill out the HST Declaration Form (Appendix 1) and send it the Financial Officer at mededop@uottawa.ca.



uOttawa

Université d'Ottawa - L'Université canadienne

uoZone | Bibliothèque | Programmes | Cartes | Accès rapide

English

Profil | Allocations | Fermer la session

Sauvegarder | Annuler

Nom

Appel

Select

Nom

Prénom

Département

Family Medicine

Options de paiement

Mode de paiement par défaut
 Si vous désirez changer votre méthode de paiement veuillez communiquer avec l'agente financière de l'ÉMPC à mededop@uottawa.ca
 Par défaut, le mode de versement des allocations pour cette personne est :

Pay Individual

Méthode de paiement par défaut Lorsqu'on rémunère cette personne, devrait-on la payer directement ou par l'entremise d'une association professionnelle? Si la méthode de paiement par défaut est indiquée "Payer l'individu" à droite ce sera indiqué si on paye l'individu directement ou sa corporation.
☒ Payer directement
 ☐ Payer l'association professionnelle

Département d'affiliation

Division

N/A

Nomination facultaire

Yes

Hôpital d'affiliation

N/A

Statut

IMG (with Ph.D.)

Membre de l'AFP

☐ Oui ☒ Non

Membre de l'APUO

☐ Oui ☒ Non

Professeur auxiliaire

☐ Oui ☒ Non

Autres informations

Numéro d'employé

Exonéré de la TVH

☐ Pas de réponse ☐ Oui ☒ Non

Numéro de TVH

Numéro d'identification One45

Date de naissance

Numéro de téléphone

Courriel

NAS

Langue de correspondance préférée

☐ Anglais ☐ Français

Adresse domiciliaire

Adresse postale

Numéro d'appartement ou d'unité

Ville

Province

-- Please Select --

Code postal

Pays

Canada

Sauvegarder | Annuler

Viewing your invoices and payroll details

Stipends

Click on "Stipends" to access the list of your stipends.

Options:

1. *View*: Allows you to view the details of a stipend.
2. *Invoice Number*: Allows you to access all your stipends appearing on one invoice. The total amount shown on the invoice is the amount to be deposited into your bank account.

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Profil Allocations Fermer la session

☐ Traitée (___0)☐ Confirmée (___0)☐ Envoyée pour paiement (___569)

Exporter vers Excel

	Allocation	Numéro de facture	Statut du membre	Titre de l'activité	Département
Consulter	77098	77092	IMG (with Ph.D.)	APC: 2 - Semaine 11: VIH (OBLIGATOIRE) - 12 - VIH	Family M
Consulter	77092	77092	IMG (with Ph.D.)	APC: 1 - Semaine 12: VIH (OBLIGATOIRE) - 12 - VIH	Family M
Consulter	76266	76113	IMG (with Ph.D.)	DAC: clinique #17 - Cliniques simulées (OBLIGATOIRE)	Family M
Consulter	76260	76113	IMG (with Ph.D.)	DAC: clinique #17 - Cliniques simulées (OBLIGATOIRE)	Family M
Consulter	76248	76113	IMG (with Ph.D.)	DAC: clinique #20 - Cliniques simulées (OBLIGATOIRE)	Family M
Consulter	76242	76113	IMG (with Ph.D.)	DAC: clinique #20 - Cliniques simulées (OBLIGATOIRE)	Family M
Consulter	76235	76113	IMG (with Ph.D.)	DAC: Reproduction - Annonce de mauvaise nouvelle (OBLIGATOIRE) - DAC (OBLIGATOIRE)	Family M
Consulter	76234	76113	IMG (with Ph.D.)	DAC: Reproduction - Annonce de mauvaise nouvelle (OBLIGATOIRE) - DAC (OBLIGATOIRE)	Family M
Consulter	76135	76113	IMG (with Ph.D.)	DAC: Reproduction- Examen gynécologique (sur mannequins) (OBLIGATOIRE) - DAC (OBLIGATOIRE)	Family M

Page size: 10

569 items in 57 pages



Profil Stipends Log Out

☒ Processed (___0)☒ Confirmed (___0)☒ Sent for Payment (___525)

Export to Excel

	Stipend	Invoice #	Member Status	Title Of Activity	Member
View	70889	70860	IMG (with Ph.D.)	DAC: Examen de l'abdomen II (OBLIGATOIRE) - DAC (OBLIGATOIRE)	Family M
View	70885	70860	IMG (with Ph.D.)	DAC: Entrevue avec patients / Raisonnement clinique I (OBLIGATOIRE) - DAC (OBLIGATOIRE)	Family M
View	70877	70860	IMG (with Ph.D.)	DAC: clinique #32 - Cliniques simulées (OBLIGATOIRE)	Family M
View	70872	70860	IMG (with Ph.D.)	DAC: clinique #30 - Cliniques simulées (OBLIGATOIRE)	Family M
View	70866	70860	IMG (with Ph.D.)	DAC: clinique #3 - Cliniques simulées (OBLIGATOIRE)	Family M
View	70860	70860	IMG (with Ph.D.)	DAC: clinique #3 - Cliniques simulées (OBLIGATOIRE)	Family M
View	70808	70648	IMG (with Ph.D.)	APC: 2 - semaine 05: Maladies aiguës et chronique du foie (OBLIGATOIRE) - 05 - Foie (DIGESTIF IV)	Family M
View	70802	70648	IMG (with Ph.D.)	APC: 1 - semaine 05: Maladies aiguës et chronique du foie (OBLIGATOIRE) - 05 - Foie (DIGESTIF IV)	Family M

Page size: 10

525 items in 53 pages

Exporting to Excel


You can export all your stipends to Excel:

uOttawa Université d'Ottawa - L'Université canadienne

uoZone | Bibliothèque | Programmes | Cartes | Accès rapide ▾ English

Profil Allocations Fermer la session

Numéro de facture : 77092

 Exporter vers Excel


Allocation	Nom du membre	Statut du membre	Titre de l'activité	Département
77092		IMG (with Ph.D.)	APC: 1 - Semaine 12: VIH (OBLIGATOIRE) - 12 - VIH Student(s)	Family Medicine
77098		IMG (with Ph.D.)	APC: 2 - Semaine 11: VIH (OBLIGATOIRE) - 12 - VIH Student(s)	Family Medicine

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uoZone | Library | Programs | Maps | Quick Picks ▾ Français

Profile Stipends Log Out

Invoice Number : 70860

 Export to Excel

Stipend	Member Name	Member Status	Title Of Activity	Member Department
70860		IMG (with Ph.D.)	DAC: clinique #3 - Cliniques simulées (OBLIGATOIRE) Student(s)	Family Medicine
70866		IMG (with Ph.D.)	DAC: clinique #3 - Cliniques simulées (OBLIGATOIRE) Student(s)	Family Medicine
70872		IMG (with Ph.D.)	DAC: clinique #30 - Cliniques simulées (OBLIGATOIRE) Student(s)	Family Medicine
70877		IMG (with Ph.D.)	DAC: clinique #32 - Cliniques simulées (OBLIGATOIRE) Student(s)	Family Medicine
70885		IMG (with Ph.D.)	DAC: Entrevue avec patients / Raisonnement clinique I (OBLIGATOIRE) - DAC (OBLIGATOIRE) Student(s)	Family Medicine
70889		IMG (with Ph.D.)	DAC: Examen de l'abdomen II (OBLIGATOIRE) - DAC (OBLIGATOIRE) Student(s)	Family Medicine

Feedback

We hope this tool will help facilitate the reconciliation of your payments. Please do not hesitate to contact us, your feedback is important to us.

Contact information

MD Finance, Undergraduate Medical Education Office

Lynn LeBlanc

(Chantal Poirier)

Financial Officer

mededop@uottawa.ca

Tel.: 613-562-5800 x 8558

University of Ottawa Payroll Services

Tabaret Hall

550 Cumberland Street, Room 370

Ottawa ON K1N 6N5

Tel.: 613-562-5800 x 7709

Fax: 613-562-5334

infopay@uottawa.ca

<http://www.uottawa.ca/financial-resources/payroll>

University of Ottawa Human Resources Service

Tabaret Hall

550 Cumberland Street, Room 019

Ottawa ON K1N 6N5

Tel.: 613-562-5832

inforh@uOttawa.ca

<http://www.hr.uottawa.ca>

APPENDIX 1

HST/Declaration Form

Name, surname (please print): _____

Permanent Address: _____

HST for Non-Clinical Services to the University

The U of O has obtained expert accounting and legal opinions regarding non-clinical services provided to the Faculty of Medicine. The opinion is that teachers who are non-employees of U of O, i.e., do not receive T4-salaried income, must individually invoice the Faculty of Medicine for the following services that they provide to the University:

1. Teaching
2. Educational
3. Administration
4. Research

Please check the option that applies to you:

☐

I confirm that my total sources of non-clinical income exceed \$30,000 per calendar year, I request the Faculty of Medicine to pay my stipend and add the HST which I will be required to submit to CRA.

HST #: _____

It is the responsibility of each individual to collect and remit the HST to the Canada Revenue Agency.

☐

I confirm that my total source of non-clinical income is below \$30,000 per calendar year thus HST does not apply in my case. **If my exemption status changes I must notify the University of Ottawa and my Department immediately and provide a newly signed declaration.**

Signature _____ Date _____

Please return by fax or email to the attention of: Chantal Poirier, Financial Resources Officer, by fax : 613-562-5150 ; email mededop@uottawa.ca

APPENDIX 2



APPLICATION FOR VENDOR DIRECT DEPOSIT BANKING

New Application ☐

Change of Information ☐

Instructions:

1. All fields are mandatory and must be completed in printing prior to submitting the form.
2. Please attach a blank void cheque. If a void cheque is not available, please attach a document from your financial institution confirming the banking information.
3. Send the completed application to: University of Ottawa, Financial Services - Accounting, TBT027, 550 Cumberland, Ottawa, ON K1N 6N5
OR via electronic mail to the following address: ddacct@uottawa.ca

VENDOR INFORMATION	Vendor Name		
	Contact in Accounts Receivable (Surname, Given Name)		Contact E-mail (mandatory)
	Contact Phone (include area code and extension)		Vendor Main Phone (if different than Contact Phone)
	Remittance E-mail (mandatory for direct deposit notification)		
	Remittance Postal Address		
	City	Province	Postal code
	GST/HST registered? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide vendor Business Number		
	BANKING INFORMATION	Name of Financial Institution	
Branch Address			
City		Province	Postal Code

***** IT IS MANDATORY TO ATTACH THE FOLLOWING TO THIS FORM *****

A CHEQUE MARKED "VOID"

OR

A DOCUMENT FROM YOUR FINANCIAL INSTITUTION CONFIRMING THE BANKING INFORMATION

The banking information is located on your cheque (see below) or can be provided by your financial institution.

1	2	3	4
→ Cheque number	→ Branch number (5 digits)	→ Institution number (3 digits)	→ Account number

AUTHORIZATION

I, the authorizing signing officer for the above named business, authorize the University of Ottawa to credit the business bank account indicated above. I will notify the University of Ottawa Accounting Office promptly in writing if the account is moved from one financial institution or branch to another or if there is any change in the account.

Name of authorized signing officer _____

Signature _____

Date _____

For University of Ottawa Accounting Office use only:

Vendor ID

Processed by: _____

Date _____

Verified by: _____

Date _____

Financial Services - Accounting

V January 2013