UNDERGRADUATE MEDICAL EDUCATION

REMUNERATION GUIDE

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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

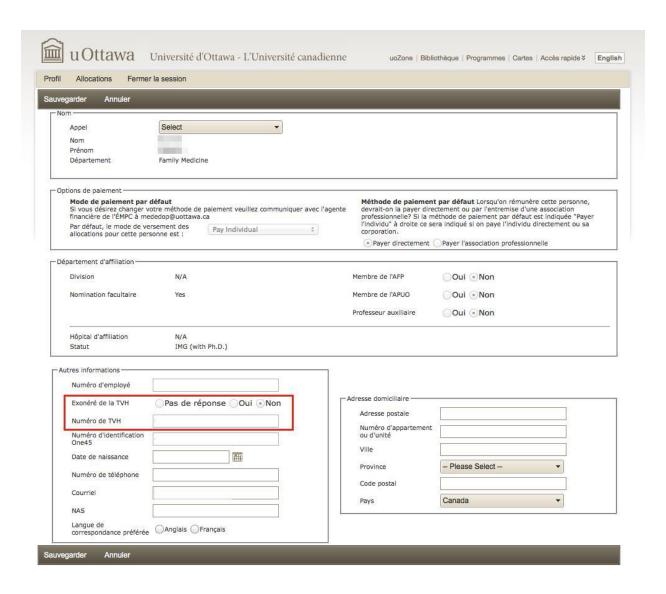
You can access the portal using the link below. You must enter your user name and password: http://app.med.uottawa.ca/stipends/members/Login.aspx.



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.



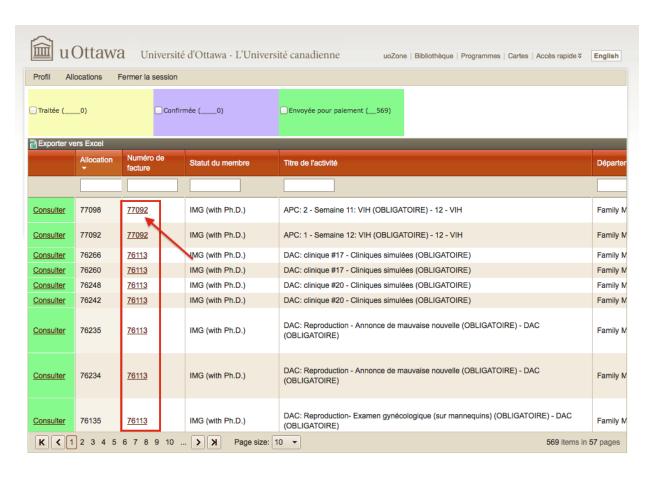
Viewing your invoices and payroll details

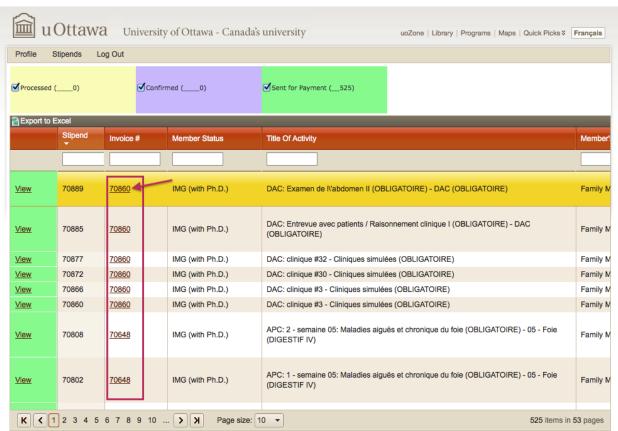
Stipends

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

Options:

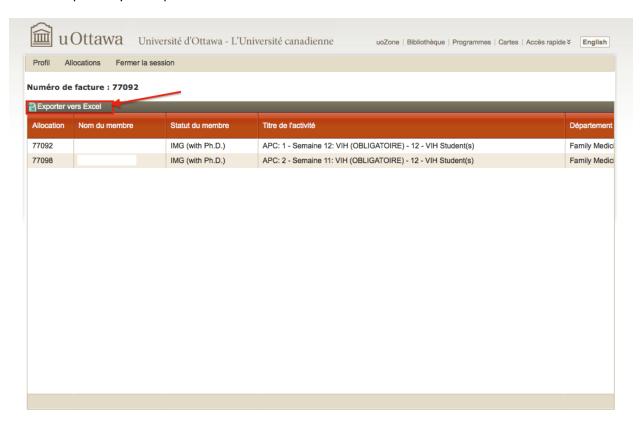
- 1. View: Allows you to view the details of a stipend.
- 2. *Invoice Number*: Allows you to access all your stipends appearing on one invoice. The total amount shown on the invoice is the amount to be deposited into your bank account.

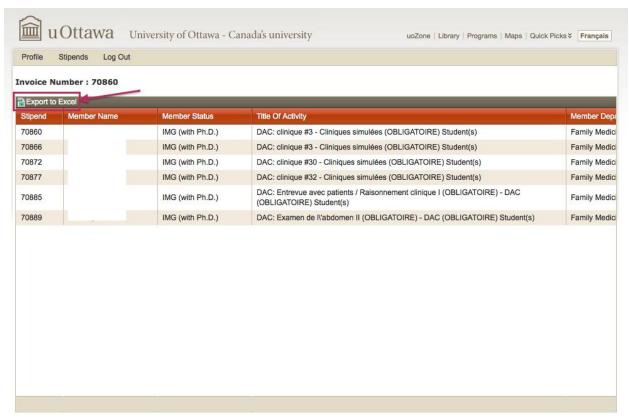




Exporting to Excel

You can export all your stipends to Excel:





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

HST/Declaration Form

Na	ame, surname (please print):
Pe	ermanent Address:
<u>H</u> :	ST for Non-Clinical Services to the University
pr of	ne U of O has obtained expert accounting and legal opinions regarding non-clinical services ovided to the Faculty of Medicine. The opinion is that teachers who are non-employees of U O, i.e., do not receive T4-salaried income, must individually invoice the Faculty of Medicine r the following services that they provide to the University:
2. 3.	Teaching Educational Administration Research
<u>Pl</u>	ease 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



APPLICATION FOR VENDOR DIRECT DEPOSIT BANKING					
New Application	Change of Information				

Instructions:

Vendor Name

Contact in Accounts Receivable (Surname, Given Name)

- All fields are mandatory and must be completed in printing prior to submitting the form.
 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.

Contact E-mail (mandatory)

	Contact Phone (include area code and extension) Vendor Main Phone (if difference)			different than Contact Phone)			
VENDOR	Remittance E-mail (mandatory for direct deposit notification)						
INFORMATION	Remittance Postal Address						
	City		Province	Postal code			
	GST/HST registered? Yes No	es, provide vendor Busines	ss Number				
	Name of Financial Institution						
BANKING	PANKING Branch Address						
BANKING INFORMATION							
	City	Province		Postal Code			
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. #							
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							
I, the authorizing signing of notify the University of Ottar change in the account.	ncer for the above named business, aut wa Accounting Office promptly in writing	ionze the University of Otta if the account is moved fr	awa to credit the business om one financial institution	ושמוה אככסטות וחסוכאנפס אסטיפי. דיאוון n or branch to another or if there is any			
Name of authorized signin	g officer S	ignature		Date			
For University of Ottawa	Accounting Office use only:			Vendor ID			
Processed by:			Date				

Financial Services - Accounting V January 2013

Date

Verified by: