

Procedure for advance Faculty member hires, Unpaid Faculty hires and the extension of privileges to non-employees through the use of Courtesy Accounts.

Guidelines last updated: April 22, 2008

Purpose:

This document outlines processes and requirements for accommodating advance faculty hires, setting up employment records for 'unpaid' faculty members, and the granting of courtesy accounts to visitors that require certain privileges consistent with their purpose.

1. Advance Faculty hires

For faculty members that are hired well in advance of their start date, this solution is required due to dependencies between valid employee ID numbers and research accounts (i.e., in advance of faculty members arrival, start up funds and other research funded items are required). It is understood that once an official letter of offer has been issued and signed back, this is the necessary authority document to proceed with entry in to MacVIP.

1 a) Accountability

All new Faculty Hires are coordinated through the Office of the Provost for the faculties of:

- Science
- Social Science
- Humanities
- Business
- Engineering

It will be the responsibility of the Manager, Faculty Appointments and Records to ensure that all employment record information is submitted promptly to Human Resources when an offer has been accepted and also to ensure that any missing data is supplied to Human Resources promptly upon the arrival of the faculty member. In the event that the Faculty member does not take up his or her appointment, the Office of Provost will advise HR immediately and process a termination form.

Faculty of Health Sciences:

For the Faculty of Health Sciences, all new Faculty Hires are coordinated through FHS- Human Resources. It will be the responsibility of FHS-Human Resources to ensure that all employment record information is entered into MacVIP when an offer has been accepted and also to ensure that any missing data is gathered and entered promptly upon the arrival of the faculty member... In the event that the Faculty member does not take up his or her appointment, FHS HR will ensure that the termination process is fulfilled.

1 b) Process & Requirements

Upon receipt of the accepted letter of offer, the usual HR forms will be completed to initiate the new hire.

Minimum ViP New Hire Mandatory Data

In order to enter a record into ViP (complete a hire and generate an employee id) the following information is required:

- SIN (can be 000-000-000)*
- Salutation
- First and Last Name
- Date of Birth (must be valid date of birth)
- Demographic information (Address, Telephone number & Emergency Contact *even if overseas address* – will be amended when faculty member arrives)
- Tax Information (can default to basic allowance pending confirmation)
- Position and salary information (can be determined from the offer letter)

Data which MUST be recorded when faculty member arrives

- Banking Information
- Dependants
- Benefit Information
- Pension Information
- Citizenship information
- Tax information (Federal & Provincial TD1 forms to be completed and information updated in ViP if applicable)
- Stats Canada faculty reporting information

**Understanding that hires from abroad will not always have a SIN assigned prior to their start date with the university, the placeholder of 000-000-000 will be used. Immediately upon proof of application for SIN, or the receipt of a temporary SIN, the employment record will be updated. For foreign nationals, this includes any necessary Visa's or official work authorization that may be required*

2. “Unpaid” Records in ViP

2 a) Accountability

It is the hiring department/faculty's responsibility to ensure that the necessary HR forms are completed with the proper authorization.

2 b) ViP Unpaid Individuals Mandatory Data

In order to enter an “unpaid” record into ViP (complete an entry and generate an ‘employee id’) the following information is required:

- SIN (can be 000-000-000 until information is received) *
- Salutation
- First and Last Name
- Date of Birth (must be valid date of birth)
- Demographic information (Address, Telephone number & Emergency Contact)
- Position information (can be determined from the offer letter)

3. Courtesy Accounts:

3 a) Accountability

Courtesy Accounts are available through UTS Service Desk. This process does not involve entry into MacVIP; therefore, no involvement by Human Resources Services is required.

The set-up of a Courtesy Account provides a Mac ID to be generated thus providing the necessary to access certain university services.

Typical users of courtesy account services:

- Visiting Professors
- Unpaid individuals
- UNU-INWEH members

It is the responsibility of the department/faculty involved, to generate the request for a Courtesy Account.

3 b) Services offered through a Courtesy Account and Process for set up

1. E-mail
2. Web CT
3. Library
4. Research Accounts
5. Calendar

Expiry Date for the courtesy account should be provided at the time of the request. The form requesting a courtesy account can be found at:

<http://www.mcmaster.ca/uts/appforms/emailappnew.pdf>

3 c) Requests for Photo ID card

Should a photo ID card be required, the visitor must present a valid letter of appointment or other authority document from the department or faculty to UTS. This authority document should include an expiry date. Upon presentation, the UTS Service Desk will produce a photo ID card for the individual.

4. Other Information:

- a) Accounts Payable will issue cheques for 'expense reimbursement' for individuals who do not have a record in ViP or where banking information has not been included in the individual's record.
- b) Research Services will not set-up a Research Account necessary for "Start-up Grants" unless:
 - i. "Research Account Holder's Accountabilities" Authorization Form signed by Faculty Member
 - ii. Appointment Letter
 - iii. Employee Id record exists in ATS (this means the individual has a valid employee record within MacVIP)