

Forms Matrix - Academic (version 2009-01)

	A	B	C	D	E
1	<b>Form Matrix - Academic (Version 2009/01 - September 2009)</b>				
2	What do you want to do?	Type of appointment	Foreign academic?	Forms required	Dean's office submits form(s) to:
3	Advertise position	Any position where it is required or where you wish to advertise	n/a	Advertisement and Recruitment Efforts	HR
4	Obtain permission to fill a position	Nil appointment	n/a	Request to Offer Nil Salaried Appointment	VP Academic
5	Obtain permission to fill a position	All types of FT academic appointments (except for Research/Professional Associate) longer than 1 year in duration  <b>Note:</b> Research Assistant is NOT equivalent to Research Associate. The classification will be determined by the HR Consultant depending on the duties involved - likely a support staff appointment.	n/a	Use old procedures & forms (RTF)	VP Academic
6	Obtain permission to fill a position	Research/Professional Associates, regardless of length and regardless of whether FT or PT	n/a	No form required	n/a
7	Obtain permission to extend an offer to selected candidate	All types of FT academic appointments (except for Research/Professional Associate) 1 year or longer in duration	n/a	Use old procedures & forms (Summary of Search)	VP Academic
8	Obtain permission to extend an offer to selected candidate	Research & Professional Associates, regardless of length and regardless of whether FT or PT  <b>Note:</b> Research Assistant is NOT equivalent to Research Associate. The classification will be determined by the HR Consultant depending on the duties involved - likely a support staff appointment.	n/a	No form required	n/a
9	appointing/hiring	Academic appointment in the following category: - UMFA - UMDCSA - Executive/Sr Admin (e.g., Deans & Directors)(including nil or zero stipend) - Department Heads (including nil or zero stipend) - Admin Excluded Academic Positions (ie.g., professorial position for the Dean or Associate Dean)(including nil or zero stipend) - Head of Research Centres, Institutes, Facilities & Groups listed in <a href="http://umanitoba.ca/research/research_centres.html">http://umanitoba.ca/research/research_centres.html</a> (including nil or zero stipend)	Cdn	- Academic Appointment Form (as soon as offer is accepted) - Letter of Offer, accepted and signed (mandatory) - CV (mandatory for new hire) - PIF (Academic) (mandatory for new hire) - copy of SIN (mandatory for new hire) - Summary of Search (mandatory if new appointment and is full time for 12 months or more) - Approval letter from VP (Admin) for Removal Allowance exceeding 70% of month salary (if applicable)	HR
10	appointing/hiring	Academic appointment in the following category: - UMFA - UMDCSA - Executive/Sr Admin (e.g., Deans & Directors)(including nil or zero stipend) - Department Heads (including nil or zero stipend) - Admin Excluded Academic Positions (ie.g., professorial position for the Dean or Associate Dean)(including nil or zero stipend) - Head of Research Centres, Institutes, Facilities & Groups listed in <a href="http://umanitoba.ca/research/research_centres.html">http://umanitoba.ca/research/research_centres.html</a> (including nil or zero stipend)	Foreign	All of the above, plus: - valid Work Permit (for appointments requiring BOG approval, an Academic Appointment form should be initiated as soon as offer is accepted. Individual should NOT start work unless a valid Work Permit is available) - copy of SIN card with expiry date on the card (for a new arrival, the individual should be advised to apply for a SIN # and forward a copy of the receipt issued by HRDC. The actual card will be issued later and a copy sent to HR)	HR
11	appointing/hiring	Academic appointment in the following category: - Other full time appointment with 1 year or more in duration	Cdn	- Academic Appointment Form - Letter of Offer, accepted and signed (mandatory)(IV.1) - PIF (Academic) (mandatory for new hire) - copy of SIN (mandatory for new hire) - Summary of Search (mandatory if new appointment and is full time for 12 months) - Position Profile for Research Acad/Part-Time/Nil Acad Administrator (if new position which has not yet been created)	HR

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12	appointing/hiring	Academic appointment in the following category: - Other full time appointment with 1 year or more in duration	Foreign	All of the above, plus: - valid Work Permit (for appointments requiring BOG approval, an Academic Appointment form should be initiated as soon as offer is accepted. Individual should NOT start work unless a valid Work Permit is available) - copy of SIN card with expiry date on the card (for a new arrival, the individual should be advised to apply for a SIN # and forward a copy of the receipt issued by HRDC. The actual card will be issued later and a copy sent to HR)	HR
13	appointing/hiring	Academic appointment in the following category: - Research Associate (full time and part time)  Note: Research Assistant is NOT equivalent to Research Associate. The classification will be determined by the HR Consultant depending on the duties involved - likely a support staff appointment.	Cdn	- Academic Appointment Form - Letter of Offer, accepted and signed (mandatory)(IV.1) - PIF (mandatory for new hire) - copy of SIN (mandatory for new hire) - Summary of Search (mandatory if new appointment and is full time for 12 months) - Position Profile for Research Acad/Part-Time/Nil Acad Administrator (if new position which has not yet been created)	HR
14	appointing/hiring	Academic appointment in the following category: - Research Associate (full time and part time)  Note: Research Assistant is NOT equivalent to Research Associate. The classification will be determined by the HR Consultant depending on the duties involved - likely a support staff appointment.	Foreign	All of the above, plus: - copy of valid Work Permit - copy of SIN card with expiry date on the card	HR
15	appointing/hiring	GFT	Cdn	- Academic Appointment Form - Letter of Offer, accepted and signed (mandatory) - CV (mandatory for new hire) - copy of SIN (mandatory for new hire) - PIF (Academic) (mandatory for new hire) - Summary of Search (mandatory if new appointment and is full time for 12 months) - 2 copies of GFT agreement - Salary Distribution form for GFT Appointments	HR
16	appointing/hiring	GFT	Foreign	All of the above, plus: - valid Work Permit (for appointments requiring BOG approval, an Academic Appointment form should be initiated as soon as offer is accepted. Individual should NOT start work unless a valid Work Permit is available) - copy of SIN card with expiry date on the card (for a new arrival, the individual should be advised to apply for a SIN # and forward a copy of the receipt issued by HRDC. The actual card will be issued later and a copy sent to HR)	HR

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	What do you want to do?	Type of appointment	Foreign academic?	Forms required	Dean's office submits form(s) to:
17	appointing/hiring	Stipendary positions, e.g. Associate Deans, Coordinator of Programs. Includes acting appointments.	Cdn	- Letter of Offer, accepted and signed (mandatory) - Personal Information Form (if applicable) - Academic Appointment Form - Funding Allocation (if funding complications)	HR
18			Foreign	All of the above, plus: - valid Work Permit (for appointments requiring BOG approval, an Academic Appointment form should be initiated as soon as offer is accepted. Individual should NOT start work unless a valid Work Permit is available) - copy of SIN card with expiry date on the card (for a new arrival, the individual should be advised to apply for a SIN # and forward a copy of the receipt issued by HRDC. The actual card will be issued later and a copy sent to HR)	HR
19	appointing/hiring	Sessional instructor, PT Term instructors, CUPE Librarians, Counsellors; additional appointments as sessional instructors or PT Term instructors	Cdn	- ST/PT Academic form - Personal Information Form (mandatory if new hire) - copy of SIN (mandatory if new hire) - Funding Allocation (if funding complications) - HR generates letter of appointment through VIP	HR
20			Foreign	• All of the above, plus • Copy of valid Work Permit • Copy of valid SIN with expiry on the card	HR
21	appointing/hiring	Post-Doctoral Fellowships	Cdn	- Scholarships, Fellowships & Bursaries (SFB) - Post-Doctoral Fellows Letter of Offer, accepted and signed (mandatory)(IV.2 or IV.3)	VP Research
22			Foreign	- Scholarships, Fellowships & Bursaries (SFB) - Post-Doctoral Fellows Letter of Offer, accepted and signed (mandatory) (IV.2 or IV.3) - Copy of valid Work Permit and SIN	VP Research
23	appointing/hiring	Visitors (paid and nil salaried) - refer to template IV.5 in Letter template web site	Cdn	- Letter of Offer, accepted and signed (mandatory)(Set IV) - Academic Appointment Form - copy of SIN (mandatory if new hire)	HR
24		Visitors (paid and nil salaried) - detailed rules: refer to template IV.5 in Letter template web site, in brief: - issue LOO to individual - Individual signs acceptance & takes LOO to Canadian Embassy to apply for work permit - Individual must bring LOO & work permit in addition to other travel doc in order to enter Canada - as soon as arrived, individual applies for SIN - Dept initiates Academic Appt Form attaching Work Permit, LOO, application for SIN	Foreign	All of the above, plus: - Academic Appointment Form - Copy of valid Work Permit - Copy of SIN with expiry date	HR
25	appointing/hiring	Senior Scholar	Cdn	- Letter of Offer, accepted and signed (mandatory)(II.8) - Academic Appointment Form	HR
26	appointing/hiring	Nil appointment (excluding Visitors and Senior Scholars) (for details of process and routing, refer to the HRIS/VIP form web site, click on "process" next to the "Request to Offer Nil Salaried Academic Appointment Form"	Cdn	- faculty submits Request to Offer Nil Salaried Appointment form to VP (Academic) - VP (Academics) approves and signs form and return to faculty - faculty issues letter of offer - if accepts, individual signs acceptance on letter of offer and return to faculty - faculty signs form to confirm LOO has been accepted and forward the signed form to Human Resources	
27	appointing/hiring	Nil appointment (excluding Visitors and Senior Scholars)	Foreign	First step: consult Director of Immigration regarding procedure to extend work permit 2nd step: all the steps listed above for Cdn - copy of Work permit	- first touch: to VP Academic - second touch: to HR HR
28	appointing/hiring	Guest Lecturer	Cdn	Guest Lecturer form Travel Expense claim form (for travel expenses only, if applicable)	Submit Guest Lecturer form to HR; submit Travel Expense Claim form to Travel Services
29			Foreign	LOO (IV.7); Travel Expense claim form	Travel Services

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	What do you want to do?	Type of appointment	Foreign academic?	Forms required	Dean's office submits form(s) to:
30	appointing/hiring	Honorarium, Fee for Service	Cdn	- Fee for Service/Honorarium form - Travel Expense claim form (for travel expenses only, if applicable)	Submit Fee for Services form to HR; submit Travel Expense Claim form to Travel Services
31			Foreign	- Letter of Offer, accepted and signed; Travel Expense claim form	Travel Services
32	other payment	Awards		Depends on what kind of awards, e.g., Scholarship: use Scholarship form; service award: use Fee for Service Form; Canada Research Chair awards: use full time academic form with letter of offer (please refer to the relevant sections for details)	
33	other payment	Remuneration from Research Grant	n/a	- Scholarships, Fellowships & Bursaries (SFB)	HR
34	other payment	Prize/Award, e.g., service awards	Cdn	- Fee for Services/Honorarium form	HR
35	Rush cheque	Any academic	n/a	- Rush Cheque Requisition	Payroll
36	Tenure or Promotion	Applicable FT academics	n/a	Submit: - Tenure or Promotion form - Other documents as identified in checklists posted on VP(Academic) web site - Academic Appointment Form (refer to Explanatory Notes on which sections to fill out)	VP Academic

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	What do you want to do?	Type of appointment	Foreign academic?	Forms required	Dean's office submits form(s) to:
37	Reappointing	Remuneration from Research Grant	n/a	- Scholarships, Fellowships & Bursaries (SFB)	HR
38	Reappointing	FT Academics, appointment 1 year or longer in duration	Cdn	- Letter of Offer, accepted and signed (mandatory) (Set III) - Academic Appointment Form	HR
39			Foreign	First step: consult Director of Immigration regarding procedure to extend work permit Second step: submit the following: - Letter of Offer, accepted and signed (mandatory)(Set III) make sure to include III.6 - Academic Appointment Form - Copy of valide work permit - Copy of valid SIN (with expiry date on the card)	HR
40	Reappointing	GFT	Cdn	- Letter of Offer, accepted and signed (mandatory) - Academic Appointment Form - Salary Distribution Form for GFT Appointments	HR
41			Foreign	First step: consult Director of Immigration regarding procedure to extend work permit Second step: submit the following: - Letter of Offer, accepted and signed (mandatory) - Academic Appointment Form - Copy of valid work permit - copy of valid SIN (with expiry date of the card)	HR
42	Reappointing	Research/Professional Associates	Cdn	- Letter of Offer, accepted and signed (mandatory)(IV.1) - Academic Appointment form (do <b>NOT</b> use Re-appointment form)	HR
43			Foreign	First step: consult Director of Immigration regarding procedure to extend work permit Second step: submit the following: - Letter of Offer, accepted and signed (mandatory) with non Canadian clause inserted - Academic Appointment Form (do <b>NOT</b> use Re-appointment form)	HR
44	Reappointing	Post-Doctoral Fellowships	Cdn	- Scholarships, Fellowships & Bursaries (SFB) - Post-Doctoral Fellows Letter of Offer, accepted and signed (mandatory)(IV.2 or IV.3)	VP Research
45	Reappointing	Post-Doctoral Fellowships	Foreign	First step: consult Director of Immigration regarding procedure to extend work permit Second step: submit the following: - Scholarships, Fellowships & Bursaries (SFB) - Post-Doctoral Fellows - Letter of Offer, accepted and signed (mandatory) (IV.2 or IV.3) - Copy of valid Work Permit	VP Research
46	Change in Source of Funds	GFT	n/a	- Salary Distribution Form for GFT Appointments accompanied by Academic Appointment Form	HR
47	Change in Source of Funds	Remuneration from Research Grant	n/a	- Scholarships, Fellowships & Bursaries (SFB)	HR
48	Change in Source of Funds	All others	n/a	- Funding Allocation Form	HR
49	Change in schedule or salary - Extra Salary Increase (ESI)	UMFA, UMDCSA, Admin Excluded Academic Positions	n/a	- Academic Appointment Form (attach a copy of the approval letter from VP(Academic))	HR
50	Change in schedule or salary NOT related to the annual across the board increase	Research Academics	n/a	- Academic Appointment Form (do <b>NOT</b> use Re-appointment form) - LOO to support the change in schedule and/or salary	HR

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	What do you want to do?	Type of appointment	Foreign academic?	Forms required	Dean's office submits form(s) to:
51	Change in salary (across the board increase)	Research Academics	n/a	- Reappointment/Change in Appointment form - not course based	HR
52	Change in schedule or salary	PT term or sessional instructors	n/a	- Short-Term/Part-Time Academic Form	HR
53	Mid-term or end-of-term payment to instructors	Distance Ed instructors, other instructors paid just once or twice per term	n/a	- If appointment form not submitted previously: ST/PT Academic Appointment form - To make payment(s): Reappointment/Change In Appointment Form not course-based	HR

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	What do you want to do?	Type of appointment	Foreign academic?	Forms required	Dean's office submits form(s) to:
54	Second employee TO U of M and pay the employee directly	Secondment to academic position	Cdn	Academic Appointment Form Secondment agreement	HR
55	Reduced appointment	Eligible employees	n/a	- ee applies to dept head at least 6 months prior to commencement date - dept head forward with recommendation to dean/director who then forwards to Vice-Provost (Academic Affairs) for approval - on approval, initiate Letter of Offer (check the HRIS site for the template), - ee signs for acceptance of LOO, signs Declaration form - dept/faculty submits Academic Appointment form, attaching accepted and signed LOO and approval letter to	VP(Academic Affairs) HR
56	Mandatory half-time reduced appointment	Eligible employees	n/a		HR
57	Put employee on leave (voluntary, mat leave)	Eligible employees	n/a	Voluntary Leave form	HR
58	Put employee on sick leave	FT academics with appointment one year or longer in duration; research/professional associates; PT term or sessional instructors	n/a	Long Term Absence/Work Accommodation form	HR
59	Put employee on Research Study Leave or Admin Leave	Eligible employees  <b>Note:</b> HR automatically stops all stipends for the during of the leave, with the exception of Canada Research Chair, Market Stipend, Professorship (they will be prorated to the appropriate %)  All additional payment will also stop (ref. S. 21.6.1 of UMFA Collective Agreement)	n/a	- Employee submits Research/Study Leave Application form (available on VP(Acad) web site) to Dean of Faculty - Faculty forward to VP (Acad)'s Office - VP notifies Dean with list of approved leaves - Dean notifies ee using the model letter from VP (Acad) web site - Ee signs letter accepting terms and conditions and submit the letter to the Dean - Dean submits letter signed by the ee to HR for processing (no form is required for entering in VIP)	HR
60	Return employee from sick leave	Returns to full duties and full schedule as the original appointment prior to start of the sick leave.	n/a	Return to Active Status form	HR
61	Return employee from sick leave or progressive return from sick leave	Return to partial duties, or partial schedule, or progressive return	n/a	Long Term Absence/Work Accommodation form	HR
62	Return employee from Research Study Leave, Admin Leave or Special Leave	Eligible employees <b>Note:</b> HR automatically reactivate all stipends on return from RSL/Admin/Special leave.	n/a	No form required. Employee will automatically be returned from leave at leave end date.	n/a
63	Return employee from other types of leave	Employees on all other types of leave	n/a	Return to Active Status form	n/a
64	Change in work address/ location of position	Any academic	n/a	Mailing Address Change form	HR
65	Change in employee's home address/internal mailing address	Any academic	n/a	Mailing Address Change form	HR

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	What do you want to do?	Type of appointment	Foreign academic?	Forms required	Dean's office submits form(s) to:
66	Change in personal information	Any academic	n/a	Personal Information Form	HR
67	Start direct deposit	Any academic who is a new employee or is being rehired after a lapse of 6 months or more	n/a	- Direct Deposit Authorization form	HR
68	Change banking information	Any academic	n/a	- Direct Deposit Authorization form	HR
69	Cancel course	Any academic	n/a	- Cancellation of Course-Based Appointment - (If previously submitted) copy of ST/PT Academic form	HR
70	Resign, terminate	Any academic	n/a	- End of Employment Checklist - Cessation of Appointment - Approval memo from VP (Academic) if waiver is required	Keep checklist on file in unit; submit Cessation of Appointment to HR, cc VP (Academic)
71	Retire	Any academic	n/a	- End of Employment Checklist. - Unit completes Cessation of Appointment form to end employee's appointment	Keep checklist on file in unit. Unit submits Cessation of Appointment form to Staff Benefits cc: VP (Academic)
72	Put employee on jury duty leave	Eligible employees	n/a	Long Term Absence/Work Accommodation form	HR
73	Put employee on compassionate leave	Eligible employees	n/a	Long Term Absence/Work Accommodation form	HR