

MEMORANDUM

Date: March 19, 2020
 To: RFHS Faculty & Staff
 From: Nathan Dueck, Director of Finance, Rady Faculty of Health Sciences
 Re: Electronic Processing of Documents – HR/Finance Paperwork

In an effort to minimize movement of individuals within the Rady Faculty of Health Sciences and accommodate individuals working remotely, effective immediately all documents routing for review and signature within the RFHS should be completed electronically wherever possible. This includes but is not limited to:

- HR/Finance related paperwork to email addresses noted below
 - Documents already prepared and on hand will proceed in their current form
 - Where uncertain, route electronically to the same individuals as in paper form
- Legal documentation where UofM Legal indicates electronic signature is acceptable
- College & Department specific forms such as timesheets, payroll submissions & pre-approvals

Emails to RadyFinance@umanitoba.ca and hris@umanitoba.ca must be sent as follows:

- Subject: “COLLEGE NAME” – “description of forms”
- One form/document per PDF – you may attach multiple PDF’s to a single email

hris@umanitoba.ca	radyfinance@umanitoba.ca
With cc to applicable Senior Financial Officer	For approval and redirection as required to HRIS
Hourly Paid Appointments	Funding Allocation Forms
Cessations	Salary Distribution Sheets
Leave requests	Reclassification requests
Temporary reclassifications	STPT – incl. Student Appointments
Schedule changes	Academic Appointments (UMFA, GFT, Other Ac, Post-doc, RAs)

**Above lists may not be exhaustive*

***See attached instructions for creation of electronic signatures where needed.*