

## COLLEGE OF NURSING

Welcome to the University of Manitoba, College of Nursing!

As a new employee (or an employee who has not been with us for over 6 months), we would like to walk you through important onboarding steps and FAQs before your first day.

**Please review and complete all applicable items on the [University Onboarding Page](#).**

- ❖ This includes mandatory training, useful resources, required payroll forms and UMNNetID.

**To ensure on-time payment, prior to start date, send the following documents to [shonna.pepper@umanitoba.ca](mailto:shonna.pepper@umanitoba.ca):**

1. [Personal Information Form](#)
2. [Direct Deposit Form](#)

**Please confirm your U of M e-mail address with [teresa.james@umanitoba.ca](mailto:teresa.james@umanitoba.ca).**

**Complete Security Checks (no older than 6 months) – Bring current original copies to College of Nursing, Front Desk Reception.**

- [Criminal Record Check w/ Vulnerable Sector Check](#) (allow at least 6 weeks for process)
- [Adult Abuse Registry Check](#) (allow at least 6 weeks for process)
- [Child Abuse Registry Check](#) (allow at least 6 weeks for process)

**\*\*If you have previously provided these security checks to the College of Nursing within the last two years, you do not need to provide original copies again. Instead, please sign the [Affidavit Form](#) and e-mail the signed affidavit to [teresa.james@umanitoba.ca](mailto:teresa.james@umanitoba.ca).**

**Claim Your Staff ID Card (upon your start date)**

Your staff ID card should be claimed ASAP. This is your UofM employee identification and provides you access into secured rooms within your work building.

1. Complete the [New ID Request Form](#) and claim your staff ID card.
2. After you receive your staff ID card, contact the CoN Front Desk Reception at 204-474-7452.

## FREQUENTLY ASKED QUESTIONS

### 1. What is my Employee Number?

- One week after you have signed your letter of offer, contact **HR Help Desk @ 204.474.9400 / [hris@umanitoba.ca](mailto:hris@umanitoba.ca)** to find out your employee number.
- If you already have a staff ID card, your employee number is the last 6 digits on your card, before the last dash “-” E.g. 22212-2-9**123456**-8.

### 2. How do I claim my UMNNetID for system access?

- Your UMNNetID provides access to UofM networks, e-mail and enterprise systems.
- To claim your UMNNetID, follow the “[Getting Prepared](#)” section on the onboarding page.
- If you are a **returning UofM employee**:
  - Your UMNNetID will remain the same.
  - If you did not have an employment break longer than 366 days, your access will have maintained for up to 1 year after your contract end date. This means you should have no interruption in access from contract to contract.
- If you are a **new employee**, you can only get your employee number after your appointment is entered into the VIP system through HR and IST (can take up to 2 days), then you can go into [signUM](#) and create an account.
- If you have any issues please contact IST: [servicedesk@umanitoba.ca](mailto:servicedesk@umanitoba.ca)

### 3. What are the expectations for Hours of Work?

- Please check with your Course Leader/Coordinator to clarify your shift schedule and expectations regarding your general hours for work which includes: clinic time, grading, administration, meetings and orientation.
- This is an instructional appointment where you will have some weeks where your work will vary based on course and student needs.
  - *For example:* Reading Week may lend itself to less hours, and the beginning of the school term may have more hours.
- The expectation is that you will adjust your work accordingly to meet the overall needs of the course throughout the year and manage your own time.

### 4. Can I work Additional Time (over the percentage offered to me)?

- It is very rare that Instructors work above their percentage of time over the course of the term as a “whole”.
- As stated in question 3, there will be weeks where the hours are heavier, and the expectation is that you will balance out your hours of work and time off as needed.
- If a circumstance occurs where you need to work above the percentage offered to you in your formal letter of offer, this time must be arranged and approved in writing with your Course Leader/Coordinator in accordance with Employment Standards. Failure to do so could result in a lack of compensation for this time.

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## 5. How do I get Paid?

- If you are on a **Course Rate Based Assignment**:
  - You are paid a total salary amount (indicated on your letter of offer) which is inclusive of vacation pay and statutory holiday pay.
  - Your total salary is set on a regular bi-weekly pay cycle, which is spread out through the full duration (number of weeks) of your assignment.
  - You are paid out in equal bi-weekly installments.
  - A variance of work hours per week DO NOT reflect change in your pay cheques.
- If you are on an **Hourly Paid Appointment**:
  - You are to submit a [weekly timesheet](#) to your direct supervisor, who will review and submit the timesheet to [nursing.payroll@umanitoba.ca](mailto:nursing.payroll@umanitoba.ca)
  - You are paid out on a bi-weekly pay cycle.
  - A variance of hours per week will reflect in your pay cheques.
  - Vacation pay and statutory holiday pay are calculated in automatically by the VIP system.
- If you choose to join the [Pension Plan](#) as a new employee, you can do so by signing up upon appointment.

## 6. Where can I find my Pay Stub?

- Log into [JUMP](#) → Click on the “*Staff*” tab → Click on “*Employee Self-Service*” → Click on “*My Pay*” tab → All of your paystubs will be listed on the left-hand side.

## 7. Who do I contact if I have questions about my Pay Cheque?

- [Nursing.Payroll@umanitoba.ca](mailto:Nursing.Payroll@umanitoba.ca)

## 8. What Compensation Group do I fall under?

- Your appointment is considered as, “Other Academic”.

## 9. Do I get Breaks / Lunch?

- Employment Standards state that breaks and lunch are not paid, but you are required a 30 minute unpaid break after 5 hours of work.
- As a Facilitator who is managing their hours, the expectation is that you will meet the needs of the course work and find time for breaks as necessary, while meeting legislated break requirements.

## 10. Can I take Vacation?

- Your rate is inclusive of vacation pay, therefore there is no vacation time permitted.
- If personal time off is required, this will need to be approved by a Course Leader/Coordinator and it will be unpaid time.
- You are required to make up for any time missed.

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**11. What happens when I get Sick?**

- If your appointment is less than 1 year, and less than full time hours, your sick plan is called, “Discretionary Sick Leave” - this means that there is no sick leave pay.
- Please call your Course Leader/Coordinator to report your illness and determine whether alternate arrangements can be made.
- You are required to make up for any time missed.

**12. What do I do if I need to Change My Schedule/Shift?**

- As soon as you recognize you have a scheduling conflict, it is critical that you contact your Course Leader/Coordinator immediately.
- There are protocols that must be followed when changing schedules/shifts.
- Shifts can only be changed dependent on the type of work and the position you hold.
- Unauthorized schedule/shift changes may affect your pay, be sure to contact your Course Leader/Coordinator.

**13. What happens when my Contract Ends?**

- When your contract comes to a natural end by reaching the end date set in your letter of offer, this is the end of your employment.
- Please speak to your Course Leader/Coordinator about re-employment for next term.

**14. Will anybody be Evaluating Me?**

- Yes! The College of Nursing strongly believes in professional development and we are here to help you in this process.
- Throughout the term, both students and your Course Leader will be providing verbal and written feedback to help you grow and develop your skills.

**15. I have a Conflicting Issue with my course/a student/my supervisor, who do I talk to?**

- Make an effort to communicate respectfully and solve the issue one-on-one
- Document the conversation(s), as best you can.
- If you are unable to resolve the issue together, you can discuss the issue with your Course Leader/Coordinator, Director, Associate Dean, Dean, Conflict Management Office (204-474-6348) or HR Consultant (204-474-9575).

**16. Where can I find other Policies at the UofM that apply to me?**

- The University has many policies that apply to your compensation group as an “Other Academic”, and also as a Facilitator who works in the Academic realm with Students.
- View our [Governing Documents A-Z](#) and make note of any policy interests:
  - [Responsibilities of Academic Staff with Regard to Students \(ROASS\)](#)
  - [Respectful Work and Learning Environment and Sexual Assault \(RWLE\)](#)
  - [Use of Copyright Protected Materials](#)