IWK RESEARCH HUMAN RESOURCES & PAYROLL– FAQs

Research & Innovation Advancement
IWK Health

How do I get SAP access? (Finance or Time Entry for research staff)

All requests for SAP access for research are processed through Research & Innovation Advancement (RIA). Please email IWK Research Finance with the SAP module (Time Entry or Finance) requested and the details (for Finance – what cost centres/security code ***or*** for Time Entry – what employees/group).

How do I budget payroll costs for my research grant?

IWK has an Approved Research Pay Scale list for research hires. This list will provide the hourly wage, annual salary, approximate cost of benefits and an approximate total cost to research grants to assist with budget planning. Please email IWK Research HR for an up-to-date version of the Approved Research Pay Scales.

How do I get an ID badge or door access to a research space?

You will have to complete a Research Registration/ID Authorization Form. There are also directions on how to complete the form and what paperwork is required at the above link. Your supervisor is required to sign off and once you have the authorized signatures for door access, submit the form with the required backup paperwork specific to your type of personnel to IWK Research HR.

Once reviewed and authorized by RIA, you will bring the form and a personal photo ID to the ID office to have it issued and door access assigned. RIA authorizes all research ID forms to ensure the appropriate privacy, confidentiality, security, and liability standards are met.

I need to complete an HR change to one of my research personnel, where do I find the Human Resource forms? Which form do I use?

Human Resources actions (hire, termination, step increase, etc.) for research personnel are processed via forms, not through the online system. You can find the forms on Pulse. Each form has an explanation on when it should be used and there are instructions included with nearly all forms, either as an additional document or a separate tab on the Excel file.

Completed forms should be emailed to IWK Research HR for processing.

How do I read my banks on my pay slip? I don't know how much time I have for vacation, illness, etc.

If you are a part time or full-time employee, your banks are listed on the bottom of your pay slip. If you are a casual employee, you are paid benefits in lieu of each pay. Please see the explanation below for each of the lines.

Targeted Vacation	This number represents your estimated annual entitlement in hours based on your FTE and end date. If you are on leave without pay during the year, or you work less than your FTE status, you will not have this full balance.

Vacation	This number under the “entitled” column represents your earned vacation time to date. You accrue hours with each hour worked. The number under the “Used” column is the hours you have taken this fiscal year. The “remaining” on this line is the difference between what you have earned to date and what you have taken.
Vacation Carry Over	This number represents the number of vacation hours carried over from the previous year. The vacation carry over hours are depleted before the current fiscal year entitlement is used.
Sick Bank	This number under the “entitled” column represents your earned sick time to date. You accrue hours with each pay period. The number under the “Used” column is the hours you have taken this fiscal year. The “remaining” on this line is the difference between what you have earned and what you have taken.
Medical Appointments, Family Illness and Emergency Leaves	Employees with sufficient sick leave credits shall be provided a paid leave of absence up to a combined total of 37.5 hours per fiscal year, for: • Employee’s personal medical or dental care appointments (if an appointment cannot be scheduled outside of work hours) ***and/or*** for the following where the employee’s personal attention is required, and which could not be serviced by others or attended to by the employee outside of work: • Attend to a member of the employee’s immediate family who has become ill or disabled, in order to make alternate care arrangements • Attend to an emergency situation (fire, flood, or other natural disaster)
Holiday Bank	This number under the “entitled” column represents your earned Stat time to date. The number under the “Used” column is the hours you have taken this fiscal year. The “remaining” on this line is the difference between what you have earned and what you have taken.
Overtime	The number under the “entitled” column represents your overtime banked to date (this is time that is banked to take another time rather than paid out). The number under the “Used” column is the hours you have taken this fiscal year. The “remaining” on this line is the difference between what you banked and what you have taken. Time in lieu banks must be used in the fiscal year (April 1 – March 31) they are earned and cannot exceed 37.5 hours. Once the maximum of 37.5 hours is reached, time in lieu must be used before additional time can be banked

What holidays am I entitled to as a Research employee? Where can I find Payroll - Holiday calendar?

IWK Payroll Calendar for the whole year is posted on Pulse can be found under Payroll & Benefits page Calendar. The calendar is posted for current year and prior year with important dates for timekeepers and Holiday dates, in case someone cannot access Pulse please reach out to IWK Research HR

Where do I find the current Research pay scales?

Please reach out to IWK Research HR to request the most current list of Research pay scales.

Where do I find information regarding benefits?

Depending on what information you are looking for there are a few places to check for Benefit information.

- Pulse – Payroll & Benefits has benefit documents, forms and guidelines
- HANS – Plan Member Information has general information regarding the different benefit plans
- Blue Cross – Website or app would have information specific to the individuals limit or usage to date
- If you cannot find the information you are looking for at any of the above links you can reach out to the IWK Benefits Department they would be able to help with any questions regarding enrollment, payment costs etc. but they would not have any information on specifics of individuals accounts

How do I complete a Criminal Record Check?

If you are an IWK paid employee, you will receive a link from HR during your onboarding that you will use to complete your CRC.

If you are a Volunteer, you *must* get a form from Volunteer Resources *prior* to completing your background check.

If you are not an IWK paid employee or volunteer, you will need to complete one yourself. The easiest and fastest way to complete a CRC is by using the online service MyBackCheck.

Do I need a Vulnerable Sector Search?

Not every research personnel needs to complete a Vulnerable Sector Search. This would be specific to the person's position and would only be required for those who would be in a position of trust and/or authority over children or vulnerable persons and will be unsupervised with the population. Being in a position of trust or authority is more than just having contact with children or vulnerable persons. If you need further clarification, you can reach out to IWK Research HR.

Do I need a Child Abuse Registry check?

Every individual at the IWK needs to complete a Child Abuse Registry check regardless of whether they are working with children or not. If you are an IWK paid employee, you will be provided the opportunity for a CAR during your onboarding process. If you are not an IWK paid employee, you will need to apply for a Child Abuse Register search on your own.