

PARIM Onboarding Information

Manitoba Healthcare Human Resources Shared Services (HRSS)

This document details payroll and benefits information. It covers what forms to complete, what the program fees & dues are, and how you are paid. It also explains what general benefit plan information you should be aware of, and how to maintain benefits during a leave of absence.

Payroll & Benefit Forms

In late May / early June, you will receive an email notification to complete your payroll and benefit forms online via “onboarding.”

- The email will be “From” Health Care Careers <healthcarecareers@wrha.mb.ca>.
- The email will be sent to the personal email address you provided.
 - Check your Junk or Spam email folder regularly, in case your email provider flags the Health Care Careers message as suspected junk/spam.
 - If you have not received the onboarding email a *week prior* to your hire date, contact HRSS.
- Follow the instructions in the email to begin Onboarding in SuccessFactors.
- Follow the on-screen instructions to create a SuccessFactors account, and complete the following forms in onboarding by **June 13, 2022**.

Note: You will create a unique password to electronically sign your completed documents.

- Benefit Forms:
 - HEB Healthcare Enrolment
 - Blue Cross HSC Dental Enrolment
 - Blue Cross Employee Assistance Plan (EAP)
- Tax Forms:
 - TD1 Federal
 - TD1MB Provincial
- Direct Deposit Information: You must attach a void cheque or direct deposit statement from your bank or credit union (PDF, JPEG or JPG file format)
- To assist with completing Onboarding and for step-by-step instructions, refer to the [Guide to Completing the New Employee Step for Onboarding](#).

If your name or address changes (different from what you provided in your Onboarding forms), access the following change forms on the Health Care Careers Manitoba site at <https://healthcareersmanitoba.ca/forms/shared-health-pgme-residents/>, and send them directly to HRSharedServices@sharedhealthmb.ca:

- HRSS Employee Master Data Change Form
- HEB Healthcare Change Form
- Manitoba Blue Cross Notice of Change Form

<p>For any questions about completing the payroll and benefit forms, contact Human Resources Shared Services (HRSS) for assistance (204-940-8500 or Toll Free 1-866-999-9698, Option 5 or HRSharedServices@sharedhealthmb.ca)</p>

Employee ID and ePost

- You will receive your Employee ID number within the Onboarding email notification you received in late May / early June.
- You must create an ePost account and add the WRHA “Mailer” to receive your pay statements and T4 slip online.
 - You will receive a separate email notification with instructions for how to create an epost account, register for the mailer, and access your pay statements and T4s.

Note: If you were previously employed as a Clinical Clerk and already have an epost account / registered with WRHA mailer, no action is required. Provided you did not delete the mailer, you will receive your pay statements in the same epost account, and your Employee ID number will be the same.

- To add the WRHA “Mailer”:
 - **Wait until *after* your hire date** to add the WRHA “Mailer” in your epost account.
For example: If your hire date is July 1st, you will be able to add the mailer on July 2nd; otherwise, you will receive an error when trying to add the mailer.
 - You will need your Employee ID number.
 - Follow the on-screen instructions to ensure correct setup.
For example: In the Employee ID field, add 4 leading 0’s to make it 9 digits long; so, if your Employee ID is 12345, you must enter 000012345.

Fees & Dues

The following outlines your fees and dues.

Canadian Medical Protective Association (CMPA)

You are responsible for paying the full applicable amount of CMPA professional liability and malpractice dues as per the PARIM collective agreement. You will then be reimbursed by the employer (Shared Health) for its portion of CMPA dues, divided over two separate bi-weekly pay dates. HRSS will inform the PARIM union office when the pay dates occur. PARIM is responsible for communicating these amounts and dates to the residents.

Doctors Manitoba (formerly Manitoba Medical Association, MMA)

- \$78.75 (tentatively, and subject to change every year)
Doctors Manitoba pays half. You pay \$39.37 over the program year to cover your cost. HRSS will inform the PARIM Union Office when the pay date occurs. PARIM is responsible for communicating the date with the residents.

PARIM Group Life

Failure of residents to pay the PARIM Group Life Premiums on their own accord will result in Doctors Manitoba collecting the required premiums through the residents' bi-weekly payroll. This happens throughout the year.

PARIM Union Dues

The PARIM Union deducts 1.05% of your gross pay, each payday, to maintain your membership. The deduction is identified as "PARIM Dues" under the "Employee Deductions" section of the pay statement.

How You Are Paid

The following outlines the hourly rate and any applicable allowances (i.e. Chief Administrative or Senior Administrative).

Hourly Rate

The following shows how your hourly rate is calculated.

$$\text{Hourly Rate} = \frac{\text{Annual Salary as per current Collective Agreement}}{\text{Hours per Year}}$$

PGY-1 Position Example:

$$\frac{\$60,406.04}{2920 \text{ Hours}} = \$20.687 \text{ per Hour}$$

Administrative Allowance

The following explains how Chief Administrative Allowance and Senior Administrative Allowance are reported as a separate hourly rate amount on your pay statement.

Chief Administrative Allowance

The Chief Administrative Allowance is **\$319.40 per month**, which is calculated as follows:

$$\frac{\text{Allowance per Month} \times \text{No. of Months}}{\text{Hours per Year}} = \frac{\$319.40 \times 12 \text{ Months}}{2920 \text{ Hours}} = \$1.313 \text{ per hour}$$

Senior Administrative Allowance

The Senior Administrative Allowance is **\$159.70 per month**, which is calculated as follows:

$$\frac{\text{Allowance per Month} \times \text{No. of Months}}{\text{Hours per Year}} = \frac{\$159.70 \times 12 \text{ Months}}{2920 \text{ Hours}} = \$0.656 \text{ per hour}$$

Benefit Plans

The following section explains the eligibility, enrollment, premiums, and coverage of benefit plans provided by HEB Manitoba (Healthcare Employee Benefit Plans) and Manitoba Blue Cross.

Extended Healthcare Plan

- Eligibility: Full-time and part-time employees (permanent, temporary or term).
- Effective Date: The 1st day of the month following your date of hire.
 - If you start on July 1st, your healthcare coverage begins on August 1st.
- Enrollment: There are two types of coverage: Single or Family. You must enroll in the Healthcare plan according to your true family status (if you have a legal spouse or dependent(s), you must select family coverage).
 - You may waive participation *only if* you have alternate coverage under a **group** plan.
 - If HEB's *Healthcare Plan Enrolment Form* is not submitted to HRSS within 60 days from the date coverage begins, restrictions may apply:
 - Restriction 1: If you select family coverage, a one-year waiting period will be applied to your legal spouse and/or dependents beginning from the date HEB receives the form.
 - Restriction 2: If you want to waive coverage, the request to waive will be denied and you will be required to remain in the plan.
- Premiums: Cost to employee depends on the type of coverage and is employer-matched:
 - Single: \$20.12 per month
 - Family: \$50.21 per month
- Coverage: Visit HEB Manitoba's website (<http://www.hebmanitoba.ca/>) for details about eligible expenses and services covered in the Healthcare plan.
 - To request a change to your healthcare coverage, you must submit a *change form* within 60 days of a life event occurring: marriage, start or end of a common-law relationship, separation, divorce, birth/adoption of a child, or if you have acquired or lost alternative group coverage.

Dental Plan

- Eligibility: Full-time and part-time employees (permanent, temporary or term).
 - Effective date of coverage is 3 months from your date of hire (1st day of the month).
 - If you start on July 1st, your dental coverage begins on October 1st.
- Enrollment: There is only one type of coverage for all employees, regardless of family status.
 - You may waive participation *only if* you have alternate coverage under a **group** plan.
- Premiums: Cost to employee is \$3.99 per month.

- Coverage
 - Maximum Benefit – You and your eligible family members may be reimbursed up to \$1000 per person for dental treatment performed each policy year (July 1 – June 30).
 - Deductible: \$25.00 each policy year
 - Coverage includes 80% basic treatment and 70% major treatment.
 - Benefits paid by the Dental Plan are based on the Manitoba Dental Association fee guide.

Employee Assistance Plan (EAP)

- Eligibility: All employees
 - EAP is effective on your date of hire.
- Enrollment: You must enroll in EAP.
- Premiums: Employer-paid (no cost to employee).
- Coverage: Confidential counselling services administered by Manitoba Blue Cross Employee Assistance Centre.

Pre-Payment Plans for Maternity / Personal Leave of Absence

- If you go on a Leave of Absence (LOA), you can establish benefit pre-payment plans to maintain your benefits while on leave.

The pre-payment plan must be established prior to the first day of your leave. Once the leave starts, there is **no** option to pre-pay benefits.

- Contact your Program Director and / or Program Assistant to discuss your options as soon as your intended LOA start date is determined.
- HRSS must be notified of your LOA request to start the leave process.
 - If you want a benefit prepayment package, you must also call HRSS to request this package.