

Human Resources processes during Covid-19 campus closures

This information has been prepared as a guide to the services that Human Resources and Organizational Development (HROD) is providing while working remotely. It will be updated from time-to-time, so please check regularly.

Employment area

Staff change recommendation forms – staff members

Any forms for staff members should be sent via email:

- Fredericton: Sara Rogers at sara.rogers@unb.ca or Debbie MacDonald at debbie.macdonald@unb.ca.
- Saint John: Jennifer MacDonald at jenmac@unb.ca

Please ensure these forms are filled out accurately. If you have questions please email us.

*Note: normal approval processes remain in effect. Any term extensions of six months or longer require a Personnel Requisition for Support Staff.

HROD is in the process of adapting to a fully online approval process. Until further notice, email approval from the account signing authority and the appropriate departmental and Vice-President level authorities will be accepted.

Posting new or existing (vacant) positions

Careful consideration should be given to whether positions (new or vacant) should be posted at this time.

Send a completed Personnel Requisition for Support Staff along with a job description for HROD, budget and Vice-President approval to:

- Fredericton: Debbie MacDonald at debbie.macdonald@unb.ca or Sara Rogers at sara.rogers@unb.ca
- Saint John: Jennifer MacDonald at jenmac@unb.ca

*Note: If the position is existing and has an updated job description on file at HROD, only the Personnel Requisition is required. If there are any changes to the job description please email an updated version. It will be evaluated prior to posting.

Receiving applications from job postings

In accordance with a process that was implemented earlier in 2020, application packages for all staff postings are now being sent to units via UNB [secure file drop](#) after the closing date.

Any units with current postings who wish to extend the closing date, please email:

- Fredericton: Kristal Reid at kristal.reid@unb.ca
- Saint John: Jennifer MacDonald at jenmac@unb.ca

If hiring departments wish to receive their applications, but intend to put the hiring process on temporary hold, please advise:

- Fredericton: Debbie MacDonald at debbie.macdonald@unb.ca or Sara Rogers at sara.rogers@unb.ca
- Saint John: Jennifer MacDonald at jenmac@unb.ca

We will have a banner placed on the HR careers page to alert candidates of delays in our staffing processes.

Interviews

At this time all face-to-face interviews are prohibited.

If you are considering doing interviews via Zoom, Skype, Teams, conference call, etc., you must contact HROD before arranging. There are Protection of Privacy and Equity issues that must be considered.

Please email any questions to:

- Fredericton: Sara Rogers at sara.rogers@unb.ca or Debbie MacDonald at debbie.macdonald@unb.ca
- Saint John: Jennifer MacDonald at jenmac@unb.ca

Job offers

Units are not to contact their preferred candidate directly.

To discuss the job offer process please contact:

- Fredericton: Debbie MacDonald at debbie.macdonald@unb.ca
- Saint John: Jennifer MacDonald at jenmac@unb.ca

HROD will not make any job offers until the relevant Vice-President has given authority to proceed.

Pay administration & HR systems area

It is critical that we respect the Right to Information and Protection of Privacy Act, so the process to transmit information below must be adhered to.

Per the recent email from the Vice-President Administration and Finance, all Time Sheet employees were to be paid for previously scheduled hours up to the end of the March 28th, 2020

pay period. Only those Time Sheet employees who are required and approved to work on campus in essential services, or who are required and approved to work from home in critical continuity roles, will have their hours approved for subsequent pay periods.

Research units are currently being surveyed by the Office of the Vice-President Research to assess what work is continuing via distance and to gather information on summer research activities.

If you know who your unit's HROD pay administration contact is, please continue to send your documents (as per below) to them, with the exception of units normally served by Nicole Stairs. For those units and until further notice, please send to Lori Bigger at lorib@unb.ca

Staff change forms for students including one-time payments are to be sent through the [secure file drop](#). Please send these forms to your HR contact. For those departments who normally deal with Nicole Stairs, please send them to Lori Bigger at lorib@unb.ca

GAA/GRA forms:

Processing GAA/GRA payment forms will follow the current flow of process, but should now be sent electronically via UNB's [secure file drop](#) to the appropriate offices for approval.

All funds 40-59 (research accounts) should be forwarded via [secure file drop](#) to Stefanie Effinger at seffinge@unb.ca for approval.

All other funds including operating and restricted should be forwarded via [secure file drop](#) to Shannon Breen at shannon.breen@unb.ca

For all Saint John forms please forward via [secure file drop](#) to Drew MacLeod at drew.macleod@unb.ca

GSTA/GSRA forms:

Processing GSTA/GSRA payment forms will follow current flow of process, but will now no longer require approval by SGS and should be sent electronically via UNB's [secure file drop](#) directly to the appropriate offices for approval.

All funds 40-59 (research accounts) should be forwarded via [secure file drop](#) to Stefanie Effinger at seffinge@unb.ca for approval.

All other funds including operating and restricted accounts forwarded via [secure file drop](#) to your HR Contact and for those who normally deal with Nicole Stairs, please send yours to Lori Bigger at lorib@unb.ca

For all Saint John forms please forward via [secure file drop](#) to Drew MacLeod at drew.macleod@unb.ca

Grad form cancellation of payments:

The process to cancel payments should follow the normal protocol. For information see: <https://www.unb.ca/hr/forms/formsforinternaluse.html> under the Graduate Student Employees tab.

TD1 and banking forms:

Please have students or staff send their TD1 and banking forms via [secure file drop](#) to the appropriate HR Contact. These documents **must not be forwarded via email** as it is not secure and their Social Insurance Numbers (SIN) are on these forms.

Records of Employment (ROE)

Anyone requiring a ROE should email payroll@unb.ca. Please be patient as they have had many requests and are working through them as quickly as possible.

Benefits and pensions area

Medical leaves

Medical notes

Send any non-COVID related medical notes via [secure file drop](#) to:

- Fredericton: Beth Lord at blord@unb.ca
- Saint John: Drew MacLeod at drew.macleod@unb.ca

There is no requirement for employees to submit medical notes related to Covid-19.

General questions

Send any general sick leave or LTD questions to:

- Fredericton: Beth Lord at blord@unb.ca or
Bonnie Carson at bonnie.carson@unb.ca
- Saint John: Drew MacLeod at drew.macleod@unb.ca

Benefits

Send any benefits questions to:

- Fredericton: Sherri Robichaud at sherrir@unb.ca or
Bonnie Carson at bonnie.carson@unb.ca
- Saint John: Drew MacLeod at drew.macleod@unb.ca

Pensions: staff

Staff pension requests or questions

Send any staff pension requests or questions to Sherri Robichaud at sherrir@unb.ca or Bonnie Carson at bonnie.carson@unb.ca

Pensions: faculty

Faculty pension requests or questions

Send any faculty pension requests or questions to Bonnie Carson at bonnie.carson@unb.ca

Labour relations areas

Staff relations questions can be sent via email to:

- Fredericton: Debra Ward at dward3@unb.ca
- Saint John: Jennifer MacDonald at jenmac@unb.ca

Faculty relations questions can be sent to Ryan Johnston ryanj@unb.ca

Faculty relations and PTSU questions can be sent to Moira Goodfellow at Moira.Goodfellow@unb.ca

General inquiries

Any general inquiries can be sent to hbrandod@unb.ca . General inquiries for UNB Saint John can be sent to Jennifer MacDonald at jenmac@unb.ca.