

**REVISED**  
**November 1, 2020**

An updated communication from Human Resources and Organizational Development

Attached is an updated document on the processing of forms for HR&OD

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**Staff Change Recommendation Forms for Staff**

Any Staff Change Recommendation forms paying employees as staff can be sent directly to:

- **Fredericton:** Debbie MacDonald ([debbie.macdonald@unb.ca](mailto:debbie.macdonald@unb.ca)) **OR** Sara Rogers ([sara.rogers@unb.ca](mailto:sara.rogers@unb.ca))
- **Saint John:** Jennifer MacDonald at [jenmac@unb.ca](mailto:jenmac@unb.ca)

Any term extensions of six months or longer **require** a Personnel Requisition for Support Staff.

Please complete the forms accurately and if you are only using the employee ID # and **have not** included their SIN or DOB on the form then these forms can be sent via email. If SIN or DOB are present on the form then they are required to be sent via the [secure file drop link](#).

Normal approval processes remain in effect for staff employees. Please do not send to ORS or RPB before sending to HR as this may delay the approval process. We are still accepting email approvals at this time and request that all forms are sent electronically and not through campus mail.

**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](mailto:debbie.macdonald@unb.ca)
- **Saint John:** Jennifer MacDonald at [jenmac@unb.ca](mailto: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

## 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](mailto:debbie.macdonald@unb.ca)
- Saint John: Jennifer MacDonald at [jenmac@unb.ca](mailto:jenmac@unb.ca)

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

## Staff Change Recommendation Forms for Students

These SCF would include one-time payments, timesheet payroll commencements, annual bi-weekly commencements, terminations, account changes, extensions, etc. Please complete the forms accurately and if you are only using the student's ID # and **have not** included their SIN or DOB on the form then these forms can be send via email to your [departmental contact person](#). Otherwise use the [secure file drop link](#) as the most secure method of transmission.

If the student is being paid from operating/central funds and not research accounts, please send these forms to your HR Contact (Nicole Stairs [nstairs@unb.ca](mailto:nstairs@unb.ca), Stacey Goodine [sgoodine@unb.ca](mailto:sgoodine@unb.ca) , Elaine Pond [elaine.pond@unb.ca](mailto:elaine.pond@unb.ca) or Lori Bigger [lorib@unb.ca](mailto:lorib@unb.ca) ) as per the HR Web Site at this location: <https://www.unb.ca/hr/contact/hr-department-contacts.html>

If the student is being paid from a research account (funds 40 – 59 & 14) its best if you send your form(s) using the [secure file drop link](#) directly to Stefanie Condon at the Office of Research Services ([stef.condon@unb.ca](mailto:stef.condon@unb.ca)) for the account approval and they will forward the forms to us once approved for payment.

If the student is being paid from funds 60 – 69, it is best if you send your form(s) using the [secure file drop link](#) directly to Jake Ebbett [jake.ebbett@unb.ca](mailto:jake.ebbett@unb.ca) for the account approval and he will forward the forms to us once approved for payment.

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

## GAA/GRA Forms

GAA/GRA payment forms paid from funds 40-59 and 14 should be sent via [secure file drop link](#) to Stefanie Condon ([stef.condon@unb.ca](mailto:stef.condon@unb.ca)) for approval and she will forward to Shannon Breen at [shannon.breen@unb.ca](mailto:shannon.breen@unb.ca). She will forward to us for processing after she has had contact with the Graduate Student regarding their payment of fees.

GAA/GRA payment forms paid from funds 60 - 69 should be sent via [secure file drop link](#) to Jake Ebbett [jake.ebbett@unb.ca](mailto:jake.ebbett@unb.ca) for approval and he will forward to Shannon Breen at [Shannon.breen@unb.ca](mailto:Shannon.breen@unb.ca). She will forward to us for processing after she has had contact with the Graduate Student regarding their payment of fees.

All other funds including operating and restricted should be sent via [secure file drop link](#) to Shannon Breen at [Shannon.breen@unb.ca](mailto:Shannon.breen@unb.ca). She will forward to us for processing after she has had contact with the Graduate Student regarding their payment of fees.

For all Saint John forms, please forward via [secure file drop link](#) to Susan Wilson [susan.wilson@unb.ca](mailto:susan.wilson@unb.ca) and she will forward them on to Drew MacLeod [drew.macleod@unb.ca](mailto:drew.macleod@unb.ca) who then forwards them to Stacey Goodine [sgoodine@unb.ca](mailto:sgoodine@unb.ca).

## GSTA/GSRA Forms

GSTA/GSRA forms **are no longer to be sent to the School of Graduate Studies** and should be sent electronically via the UNB's [secure file drop link](#) directly to the proper offices as stated below.

GSTA/GSRA payment forms paid from funds 40-59 and 14 should be sent via secure file drop link to Stefanie Condon ([stef.condon@unb.ca](mailto:stef.condon@unb.ca)) for approval and she will forward to us once approved for payment.

GSTA/GSRA payment forms paid from funds 60 - 69 should be sent via secure file drop link to Jake Ebbett [jake.ebbett@unb.ca](mailto:jake.ebbett@unb.ca) for approval and he will forward to us once approved for payment.

All other funds including operating funds should be sent via secure file drop link to your [HR contact](#); [sgoodine@unb.ca](mailto:sgoodine@unb.ca), [nstairs@unb.ca](mailto:nstairs@unb.ca), [elaine.pond@unb.ca](mailto:elaine.pond@unb.ca) as per this list.

For all Saint John forms, please forward via [secure file drop link](#) to Susan Wilson [susan.wilson@unb.ca](mailto:susan.wilson@unb.ca) and she will forward them on to Drew MacLeod [drew.macleod@unb.ca](mailto:drew.macleod@unb.ca) who then forwards them to Stacey Goodine [sgoodine@unb.ca](mailto:sgoodine@unb.ca).

## **Graduate Student Cancellation of Payment Forms**

This process to cancel payments should follow the normal protocol. For information see [Graduate Student Employees](#) tab.

### **Important Payroll Cut off Dates**

Just a reminder that there are pre-established cut off dates that we require the payment forms to be in our possession and ready to be processed with all the prior approvals. You can find those dates here <https://www.unb.ca/hr/importantdates/payrollcutoff.html>

### **TD1 and Banking Forms**

Please have students or faculty/staff send their [TD1](#) and [TD1NB](#) and [Direct Deposit Authorization Form](#) and either a void cheque or copy of their online banking info for Employers via [secure file drop link](#) to the proper HR [contact](#). These documents **must not** be forwarded via email as it is not secure, and their SIN are on these forms.

### **Records of Employment (ROE)**

Anyone needing a ROE should email [payroll@unb.ca](mailto:payroll@unb.ca) . Please be patient as they have had many requests and are working through them as quickly as possible.

### **IMPORTANT INFORMATION**

If you are not sure where forms are that you have sent for payment and think they might have been lost somewhere, please check with us before sending any payment forms a second time! This is extremely important because it can cause a duplication of payment easily. The form may be being held somewhere for a particular reason and therefore we prefer you ask about it first.

We also prefer that when sending any payment forms through the secure file drop that you only send it to one person rather than multiple people EXCEPT for the Grad Funding Cancellation Form.