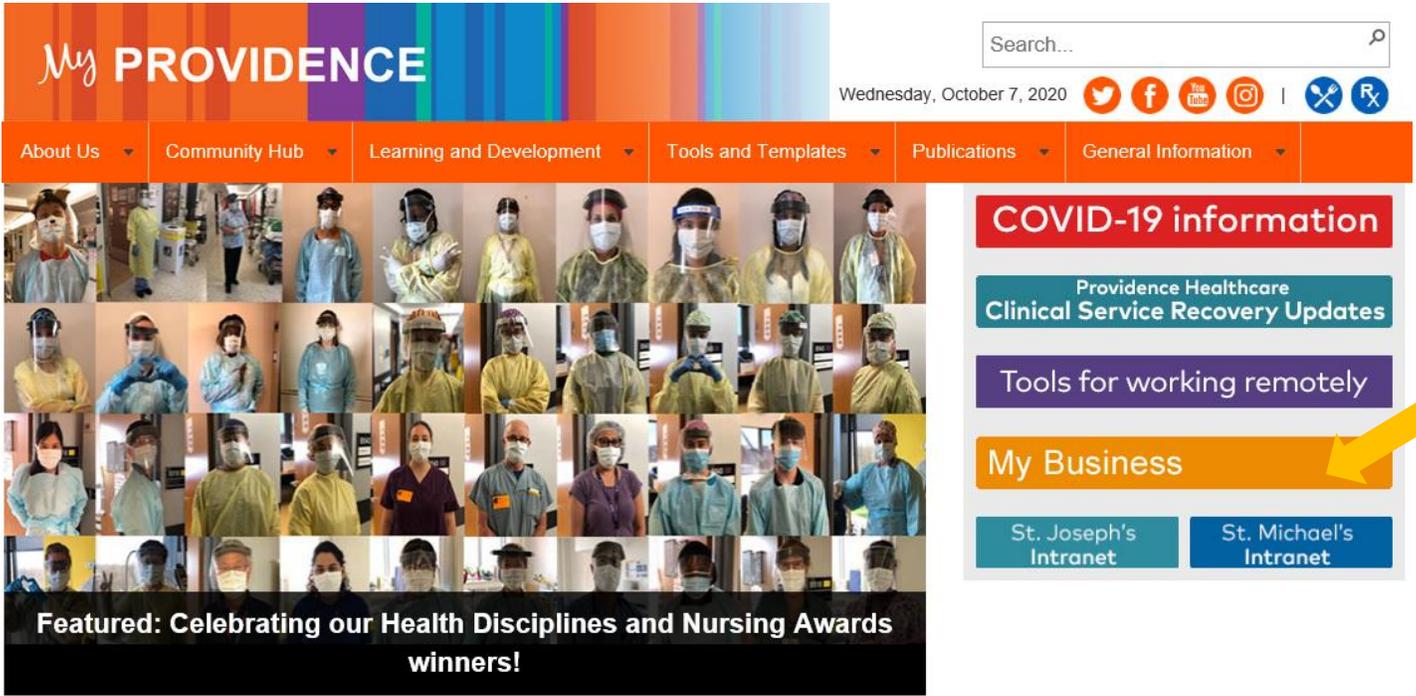


January 2021

FAQs: My Business and Paystubs

1. Where do I go to view my paystub?

Starting January 6, you can click on My Business on the right-hand side of the homepage of the intranet:



WHAT'S NEWS



Watch the Interprofessional Practice Week keynote presentation



The drive to get back on his feet: Bill Hyman's story



Why Providence has garnered national attention for their COVID-19 rehabilitation unit: A patient's experience



Check out the video of our Virtual CEO Town Hall on September 23

QUICK LINKS

- Virtual CEO Town Hall: Oct. 21 at noon
- Ergonomics and temporary work from home
- Unity Health Toronto Employee Handbook
- Waste & recycling: [What goes where?](#)
- Now open: The Foundation's [Strength Is shop](#)
- [New harmonized Unity Health policies](#)
- [Leadership Directory](#)
- [Print Shop info and order forms](#)

It will take you to the My Business landing page. Once there, click on Employee Self-Serve:

Providence Healthcare > community-hub > human-resources > my-business?
utm_medium=website&utm_source=TRAPhc&utm_campaign=PHC-MyBusiness&utm_content=button

My Business

8/31/2020

Human Resources Home

My Business

Occupational Health, Safety and Wellness

Compensation and Benefits

Holidays

Leaves

Labour Relations

Staff Discounts

Whistleblower Policy

Submissions for ONA Article 10.07(b)

Retirement

Quick Links



Employee Self-Serve
(coming Jan. 6, 2021)



Reporting (LBI)



Reporting (Compass)

Our People



Time Entry & Approval
(coming Dec. 21, 2020)



Recruitment (HRsoft)



Manager Self-Serve
(coming March 2021)

Related links

- HRSoft hiring manager user guide

Click on Employee Self Serve to access: paystubs; vacation and lieu balances

Managers can view HR reports

Managers can view: Payroll actuals; Payroll with G/L adjustments; Finance reports; and Supply Chain reports

Create Job Postings; track Applications

Time entry for staff and management Approvals

Future Leaves of Absences; initiated by staff through Employee Self-Serve

2. What will the new paystub look like?

All paystub information will be consolidated into a single view that includes your pay information, vacation and lieu balances, and the ability to print your paystub.

All paystub information consolidated into single view; page layout is simpler and more intuitive to navigate

Paystubs Logout

Vacation & Lieu Balances
Print Paystub
Print Time Records

| Date | Gross | Net |
|------------|---------|---------|
| 10/04/2019 | 2512.50 | 1566.70 |
| 09/06/2019 | 2270.30 | 1592.23 |
| 08/23/2019 | 2270.30 | 1592.23 |
| 08/09/2019 | 2270.30 | 1463.59 |
| 07/26/2019 | 2270.30 | 1592.23 |
| 07/12/2019 | 2270.30 | 1487.02 |
| 06/28/2019 | 2270.30 | 1592.23 |
| 06/14/2019 | 2270.30 | 1463.59 |
| 05/31/20 | 2270.30 | 1592.23 |
| | 0 | 1465.22 |
| | 0 | 1592.23 |
| 04/19/2019 | 2270.30 | 1465.22 |
| 04/05/2019 | 2270.30 | 1592.23 |
| 03/22/2019 | 2270.30 | 1592.23 |
| 03/08/2019 | 2270.30 | 1465.22 |
| 02/22/2019 | 2270.30 | 1592.23 |
| 02/08/2019 | 2270.30 | 1465.22 |
| 01/25/2019 | 2270.30 | 1592.23 |
| 01/11/2019 | 2270.30 | 1465.22 |
| 12/28/2018 | 2270.30 | 1653.18 |

UNITY HEALTH TORONTO
30 Bond St., H.R. Department
Toronto, ON M5B 1W8, Canada

VOID VOID VOID VOID VOID VOID VOID VOID

Pay to the order of
Mitch Mamer
44 Leafs Lane
Toronto, ON L1S 6Y7
CA

Number 7001905
Cheque Date 10/04/2019

Net Pay 1566.70
NON-NEGOTIABLE

| Description | Amount | Year to Date |
|--------------------------------|--------|--------------|
| Dental ER | 99.50 | 895.50 |
| Employee Assistance Program ER | | 16.38 |
| Extended Health ER | | 2070.00 |

| Date | Description | Pay Rate | Hours/Units | Amount |
|------------|-------------|----------|-------------|--------|
| 09/16/2019 | Regular Pay | 33 2300 | 7.50 | 249.23 |
| 09/17/2019 | Regular Pay | 33 2300 | 7.50 | 249.23 |
| 09/18/2019 | Regular Pay | 33 2300 | 7.50 | 249.23 |
| 09/19/2019 | Regular Pay | 33 2300 | 7.50 | 249.23 |

Year-to-date amount added

Company contributions added to paystub

Time records added

Paystubs history

3. Why does my pay seem different?

There are a couple of things that may seem different:

- As we go live the first pay of the calendar year, if you had previously reached your maximum annual contributions for **Canada Pension Plan** and **Employment Insurance**, these deductions will restart this pay as they do each year at this time.

Parking Deductions

- Past Meditech paystubs would have shown a deduction for parking was broken down by the parking fee plus GST and PST (\$22.56 plus GST \$1.14 and PST \$1.80 = \$25.50). Your new pay stub in Infor does not break it down, you will simply see a deduction for \$25.50 each pay period.

Friday overnight shift during a Pay Ending

- Past Meditech practice was to pay all hours worked at the beginning of the shift. The new system is a time-based system. Meaning staff get paid for the actual time/hours worked. Those working an overnight shift on a Friday of pay ending where the shift start at 11:00 pm and ends on Saturday at 7:00 am, will now be paid 30 minutes on the Friday and the remaining 7.0 hours on the Saturday will be paid in the next pay period.

Greater than 6 Sick Incidents in a Fiscal Year

- The harmonized Disability Income Plan policy (non-union) states “No sick pay benefit will be payable for the first fifteen (15) hours of absence for the sixth (6th) and subsequent period(s) of absence in the same fiscal year” (April 1st through March 31st).

** Please refer to the [Disability Income Plan](#) on the My Providence intranet under My Business (Our People, Related Links) **

Premiums Time Zone Treatment

- Shift premiums are based on actual time worked within Time Zones. Shift differential calculations are automatically built-in to the system.

4. Changes to Non-Union Statutory Holiday Practices

While we have supported a one-time adjustment over the 2020 Christmas holidays, moving forward all extended shifts on a statutory holiday beyond a regular 8-hour shift, shall receive 12 lieu days off, with a maximum of 7.50 hours' payable. You may or may not be impacted depending on which one of the below scenarios, best describe your regular shifts:

Scenario 1: Statutory Day Payment for Staff with shifts greater than 8 hours (Compressed Work Week) (Permanent Full-time Staff Only)

- Entitlement to Statutory Holiday pay is based on the total amount of regular wages and vacation pay payable to the employee in the four work weeks before the work week in which the statutory holiday occurred, divided by 20. Note that even though an employee is full-time, in the sense that they work full-time hours, the amount of statutory holiday pay owing will be a pro-rated amount of their regular daily wage because they work less than five days a week. Essentially, based on Unity Health's standard work week of 37.50 hours (75 biweekly), the maximum number of hours' payable is 7.5 hours per day for each Statutory Holiday.
- Depending on the hours scheduled on the statutory holiday beyond the 7.5 hours' STAT pay, employees will have the option of utilizing their vacation if available or banked lieu hours if available in order to keep them whole

Scenario 2: Statutory Holiday/Vacation Accrual/Sick Payment for Staff that are less than 1.0 FTE (Full-Time Benefits Prorated based on FTE – GRANDFATHERED GROUP OF EMPLOYEES)

- For existing grandfathered PHC non full-time employees who have historically been paid 12 Lieu Days off and paid 7.5 for each Statutory Holiday, moving forward payment of these statutory days will be pro-rated based on your actual FTE. This will also apply to vacation accrual and payment of sick pay.

Example: If you are a 0.7 FTE, your vacation accrual, sick pay and Statutory Holidays will now be prorated based on a 0.7FTE.

Statutory Holiday Payment for Temporary Full Time Staff (FTE = 1.0)

- The calculation for Statutory Holiday pay for staff who are temporary full time employees and who are not in receipt of a fringe benefit, will be based on the Employment Standards Act (ESA). ESA is calculated based on earnings over the last 2 pay periods. There will be no impact on past practice, provided that the staff member is working their time equivalent (FTE) complement (i.e. 75 hours every pay period)

Payment for day in lieu for the Statutory Holiday

- Applicable to full-time staff only. Where there is an assignment for a day in lieu of the statutory holiday because it falls on a weekend, staff who are working on that lieu day, shall be entitled to straight pay for the hours worked AND assigned an alternate day in lieu.

Example: Boxing Day 2020 occurred on Saturday, December 26 (Statutory Holiday) and the lieu day was observed on Monday, December 28. If an employee worked on Saturday, December 26th they would be paid at 1.5 times their hourly rate and would be entitled to an alternate lieu day to be taken at another time. If an employee worked on Monday, December 28th, the employee would be paid at straight time and would also be entitled to an alternate lieu day to be taken at another time.

5. How do I change my personal or emergency contact information?

If you would like to change your personal or emergency contact information, please email it to HR Employee Shared Services Centre at hr@unityhealth.to.

** Please note that effective December 19, 2020, the hriquiries@providence.on.ca email address will be disabled and all HR related inquiries or questions should be sent to hr@unityhealth.to.

6. How do staff request a leave or how do I begin a resignation or termination process?

Staff who are requesting a leave of absence should contact their manager. Managers are to provide details of the leave to hrcoordinator@unityhealth.to. Similarly, if you have staff who are resigning or terminating, please provide details to hrcoordinator@unityhealth.to. The Personal Action Form (PAF) will no longer be used as of December 16, 2020 at Providence.

7. What to do when staff are returning from a leave?

The system notifies your manager six weeks prior to you returning and will continue to provide reminders. So please be sure to let your manager know of your anticipated return date. The reminders will prompt Managers to confirm the return to work date by emailing hrcoordinator@unityhealth.to closer to the employees return

8. How can I access my pay history?

December 17 will be the final time you receive your paystub via email. As of January 6, your paystub will be available through the Employee Self-Serve section of My Business on the intranet (My Providence).

9. Who can I contact for help or more information?

During the first pay period of 2021, Dec. 19 to Jan. 1, there will be a Support Centre set up in PHC-A102 in A-Wing (across from the Seasons Cafe) where you can drop in to have your questions answered in person. You can also call the hotline at 416-867-3660 (externally) or ext. 4204 (internally from Providence only)

After Jan. 1, for payroll related inquiries, contact payroll@unityhealth.to. For all other HR-related questions, contact our HR Employee Shared Services Centre via hr@unityhealth.to.