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Introduction

The Undergraduate Medical Education processes over 20 000 stipend payments per year to remunerate physicians and health care providers who participate in teaching activities in the UGME program.

We have created this guide to help you with information related to your payments. If you have any suggestions, please contact us by e-mail at the address indicated at the end of this guide.

Payment process

Teaching activities are transferred from the One45 and Elentra database directly into our payroll database usually two weeks after they have taken place. Clerkship activities are added to our database by the hospital coordinators. Elective activities are transferred as soon as we have received the student’s evaluation by the preceptor.

Only one default payment method is assigned for each individual, there is no option to modify the payment method according to teaching activities.

Payment through the Practice Plan (AFP)

Payments for physicians who are part of a Practice Plan are transferred directly to their department. For more information, you may contact the Financial Manager of your department.

Payment through the University

- Payment of Professional Fees
  - Physicians who are not part of a practice plan may be paid as professional fees.
  - The UGME Finance Office prepares and sends the payment request to the Faculty’s Financial Services. The payment request is verified and approved, and deposits are made directly into your bank account within 15 business days. For direct deposit, you must fill out the "Application for Vendor Direct Deposit Banking" form and submit along with a void cheque to the UGME Finance Office (see Appendix 2).
  - Payment for various teaching activities may appear on the same invoice. You can view all details on the UGME Remuneration Portal by clicking on the invoice.
• **Direct payment as an employee of the University**
  o This payment method is used, for example, for members of the Department of Surgery.
  o Payments made to an employee of the University are subject to statutory deductions. Since the amount appearing on the invoice does not include these deductions at source, the deposit amount will be slightly lower. For further information on statutory deductions, please visit this link: [http://www.uottawa.ca/financial-resources/payroll/statutory-deductions.html](http://www.uottawa.ca/financial-resources/payroll/statutory-deductions.html).
  o The UGME Finance Office prepares and sends the payment request to the Faculty’s Payroll Services. Once the payment request is verified and approved, it is sent to the University’s Payroll Services. The University payroll calendar is such that there may be a delay of a month and a half from the time we prepare the payment request to the date the deposit is made into your bank account.
  o Payment for various teaching activities may appear on the same invoice. You can view all details by clicking on the invoice from the UGME Remuneration Portal.

Payment through your professional society (Corporation)

  o The UGME Finance Office prepares and sends payment requests to the Faculty’s accounts payable department.
  o It takes at most one week to process the request. For direct deposit, you must fill out the “Application for Vendor Direct Deposit Banking” form and submit along with a void cheque to the UGME Finance Office (see Appendix 2).

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**T4 and T4A**

• T4 and T4A slips are issued in February. You can access these slips on My HR Profile: [https://erpssb.uottawa.ca/BANPRODE/twbkwbis.P_WWWLogin](https://erpssb.uottawa.ca/BANPRODE/twbkwbis.P_WWWLogin). You will need your employee number. If you do not know your employee number, please contact the University’s Human Resources Service at 613-562-5832.
• A T4A slip will be issued to you even if you are requesting deposit into an association account.
• For additional information on T4 and T4A slips, please visit the following link: [http://www.uottawa.ca/financial-resources/payroll/t4t4A](http://www.uottawa.ca/financial-resources/payroll/t4t4A).
Updating personal information – Human Resources – University of Ottawa

Every employee is responsible to update their personal information such as home address and telephone number on my profile
To obtain your employee number or for more information, please contact Human Resources at 613-562-5832 or infohr@uOttawa.ca.

UGME REMUNERATION PORTAL

The UGME recognizes the challenge of reconciling the payments received for teaching activities in the MD Program.

In order to address this important need, the UGME office obtained the Faculty’s approval to work in collaboration with Medtech to create a payroll portal for professors. Using this portal, individuals can access their payroll information directly from our internal system.

Requesting portal access

To obtain access to the portal, please email your request to mededop@uottawa.ca.
How to access the portal

You can access the portal using the link below. You must enter your user name and password:

Updating your profile in the portal

Your profile contains your personal information and some of the information may be updated:

1. Date of birth
2. Telephone number
3. Email address
4. Social insurance number (SIN)
5. Language preference for correspondence
6. Home address:
   - If you are receiving payment through the University, it is very important to also change your address with the University HR system in "My HR Profile". https://erpssb.uottawa.ca/BANPRODF/twbkwbis.P_WWWLogin. You must use your employee number.
   - To obtain your employee number or for more information, please contact Human Resources at 613-562-5832 or infohr@uOttawa.ca.
7. If HST information is not yet recorded: you must fill out the HST Declaration Form (Appendix 1) and send it the Financial Officer at mededop@uottawa.ca.
Viewing your invoices and payroll details

Stipends

Click on “Stipends” to access the list of your stipends.

Options:

1. View: Allows you to view the details of a stipend.
2. Invoice Number: Allows you to access all your stipends appearing on one invoice. The total amount shown on the invoice is the amount to be deposited into your bank account.
### Table 1: Export to Excel

<table>
<thead>
<tr>
<th>Allocation</th>
<th>Numéro de facture</th>
<th>Statut du membre</th>
<th>Titre de l'activité</th>
<th>Département</th>
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<tbody>
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<td>77092</td>
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<td></td>
</tr>
<tr>
<td>76234</td>
<td>IMG (with Ph.D.)</td>
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<td>78135</td>
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<td>Family M</td>
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### Table 2: Export to Excel

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<th>Stipend</th>
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<th>Département</th>
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<tbody>
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<td>Family M</td>
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<tr>
<td>70895</td>
<td>70890</td>
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<td>Family M</td>
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</tr>
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<td>70890</td>
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<td>DAC: clinique #3 - Cliniques simulées (OBLIGATOIRE)</td>
<td>Family M</td>
</tr>
<tr>
<td>70860</td>
<td>70890</td>
<td>IMG (with Ph.D.)</td>
<td>DAC: clinique #3 - Cliniques simulées (OBLIGATOIRE)</td>
<td>Family M</td>
</tr>
<tr>
<td>70685</td>
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<td>Family M</td>
</tr>
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<td>70680</td>
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<td>Family M</td>
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<td>DAC: clinique #3 - Cliniques simulées (OBLIGATOIRE)</td>
<td>Family M</td>
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<tr>
<td>70660</td>
<td>70680</td>
<td>IMG (with Ph.D.)</td>
<td>DAC: clinique #3 - Cliniques simulées (OBLIGATOIRE)</td>
<td>Family M</td>
</tr>
</tbody>
</table>

535 items in 53 pages
Exporting to Excel

You can export all your stipends to Excel:
Feedback

We hope this tool will help facilitate the reconciliation of your payments. Please do not hesitate to contact us, your feedback is important to us.

Contact information

MD Finance, Undergraduate Medical Education Office

Lynn LeBlanc
(Chantal Poirier)
Financial Officer
mededop@uottawa.ca
Tel.: 613-562-5800 x 8558

University of Ottawa Payroll Services

Tabaret Hall
550 Cumberland Street, Room 370
Ottawa ON K1N 6N5
Tel.: 613-562-5800 x 7709
Fax: 613-562-5334
infopay@uottawa.ca
http://www.uottawa.ca/financial-resources/payroll

University of Ottawa Human Resources Service

Tabaret Hall
550 Cumberland Street, Room 019
Ottawa ON K1N 6N5
Tel.: 613-562-5832
inforh@uOttawa.ca
http://www.hr.uottawa.ca
APPENDIX 1

HST/Declaration Form

Name, surname (please print): _______________________________________________________

Permanent Address: ________________________________________________________________

HST for Non-Clinical Services to the University

The U of O has obtained expert accounting and legal opinions regarding non-clinical services provided to the Faculty of Medicine. The opinion is that teachers who are non-employees of U of O, i.e., do not receive T4-salaried income, must individually invoice the Faculty of Medicine for the following services that they provide to the University:

1. Teaching
2. Educational
3. Administration
4. Research

Please check the option that applies to you:

☐ I confirm that my total sources of non-clinical income exceed $30,000 per calendar year, I request the Faculty of Medicine to pay my stipend and add the HST which I will be required to submit to CRA.

HST #: __________________________

It is the responsibility of each individual to collect and remit the HST to the Canada Revenue Agency.

☐ I confirm that my total source of non-clinical income is below $30,000 per calendar year thus HST does not apply in my case. If my exemption status changes I must notify the University of Ottawa and my Department immediately and provide a newly signed declaration.

Signature__________________________________ Date ______________________

Please return by fax or email to the attention of: Chantal Poirier, Financial Resources Officer, by fax: 613-562-5150; email mededop@uottawa.ca
APPENDIX 2

APPLICATION FOR VENDOR DIRECT DEPOSIT BANKING

Instructions:
1. All fields are mandatory and must be completed in printing prior to submitting the form.
2. Please attach a blank void cheque. If a void cheque is not available, please attach a document from your financial institution confirming the banking information.
3. Send the completed application to: University of Ottawa, Financial Services - Accounting, T2T027, 550 Cumberland, Ottawa, ON K1N 6N5 OR, via electronic mail to the following address: accounts@uottawa.ca

<table>
<thead>
<tr>
<th>VENDOR INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name</td>
</tr>
<tr>
<td>Contact in Accounts Receivable (Surname, Given Name)</td>
</tr>
<tr>
<td>Contact Phone (include area code and extension)</td>
</tr>
<tr>
<td>Remittance E-mail (mandatory for direct deposit notification)</td>
</tr>
<tr>
<td>Remittance Postal Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>GST/HST registered?</td>
</tr>
<tr>
<td>If yes, provide vendor Business Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BANKING INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Financial Institution</td>
</tr>
<tr>
<td>Branch Address</td>
</tr>
<tr>
<td>City</td>
</tr>
</tbody>
</table>

*** IT IS MANDATORY TO ATTACH THE FOLLOWING TO THIS FORM ***

A CHEQUE MARKED "VOID"

OR

A DOCUMENT FROM YOUR FINANCIAL INSTITUTION CONFIRMING THE BANKING INFORMATION

The banking information is located on your cheque (see below) or can be provided by your financial institution.

<table>
<thead>
<tr>
<th>Cheque number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account number</td>
</tr>
<tr>
<td>Branch number (5 digits)</td>
</tr>
<tr>
<td>Institution number (3 digits)</td>
</tr>
<tr>
<td>Cheque number</td>
</tr>
</tbody>
</table>

AUTHORIZATION

I, the authorizing signing officer for the above named business, authorize the University of Ottawa to credit the business bank account indicated above. I will notify the University of Ottawa Accounting Office promptly in writing if the account is moved from one financial institution or branch to another or if there is any change in the account.

Name of authorized signing officer: ____________________________
Signature: ____________________________ Date: ____________________________

For University of Ottawa Accounting Office use only:

Vendor ID: ____________________________

Processed by: ____________________________ Date: ____________________________

Verified by: ____________________________ Date: ____________________________

Financial Services - Accounting V January 2013