

IMPORTANT THINGS TO KNOW

CALL STIPENDS

PAY STATEMENTS

Residents have **30 days following the end of the month in which the call was worked** to submit stipend claims as per the PARO Agreement. Submit your stipend claims to:

<https://hhsstipend.hhsc.ca>

Entering the Call Stipend Database:

- *Hamilton based* residents use their Citrix username/password to enter the call stipend database and by selecting HHSC as their domain
- *Rural based* residents have partner's accounts and use their Clinical Connect username/password to enter the call stipend database and by selecting Partner's as their domain
- Once passed the Security page, find your name from the drop-down menu and enter your HHS employee ID # (accessed via MedSIS)

For login help/partners accounts please contact HITS at helpdesk@hhsc.ca or ext. 43000

Tips for Submitting Calls:

- Enter all calls for the month preceding quarterly payment dates (Sept, Dec, March & June) by the **1st Sunday** of the payment month (Oct, Jan, April & July) to ensure they are included with payment
- Anything entered on or after the date a quarter is processed will be included for payment with the following quarter. You will always be compensated for shifts that are submitted
- Refer to your PARO contract to understand which stipend you are eligible for. You can also connect with your program, senior residents and/or PARO representatives to assist for determining a call type worked:
Call Stipends (23.1) - <https://myparo.ca/your-contract/#call-stipends>

Call Stipend Payments:

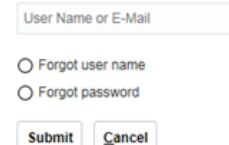
All payments for call stipends are made on a **quarterly basis**:

- July – September (paid the 2nd pay in October)
- October – December (paid the 2nd pay in January)
- January – March (paid the 2nd pay in April)
- April – June (paid the 2nd pay in July)

Pay Statements are electronic and available through the myHR app on Citrix. Please follow the below instructions:

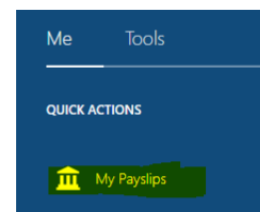
Please note: You can only have access while on hospital Wi-Fi

- Open the below link or access the myHR icon in the Business folder on Citrix:
<https://edya.fa.ca2.oraclecloud.com/homePage/faces/FuseWelcome>
- Enter your HHS employee ID number and click "forgot password" (accessed via MedSIS or by emailing myHR at myHR@hhsc.ca)
- When the below page populates please enter your employee ID number, check off "forgot password", and submit



- You will receive an email to reset your password, please open the link provided to reset your password to a password of your choice
- Once your password is reset, it will take you back to the login page. Please enter your employee ID number and password and click sign in

Once signed in, you will access your payslips from the left under QUICK ACTIONS.



For any questions regarding payroll, benefits, change in demographics, etc. please contact HR at:

myHR@hhsc.ca or **905-521-2100 ext. 46947**

LOCKERS

HOSPITAL SITE	LOCATION
General	Junior Residence Building and 8 North
Juravinski	B3 or contact your program
McMaster	3E or contact your program

HHS provided lockers do not need to be assigned unless they are program specific. They are for shift use only

PLEASE NOTE:

Trainee's need to supply their own lock. And notices will be posted & locks cut if there is use beyond a shift and availability becomes an issue

SCRUBEX/GREENS DISPENSING

HOSPITAL SITE	LOCATION
General	Room 3-03 Beside Public Elevators
Juravinski	Level 0 – Outside the OR locker room
McMaster	Level 4, Red section, service elevator bay

HEALTH BENEFITS POLICY

Benefits are provided through Manulife. For any questions, please contact myHR@hhsc.ca or ext. 46947

Policy Number: 0086936

Division Number: 002

Plan letter: C

CALL ROOMS & KEYS

Call rooms are **only available for use** at all HHS sites from between **11:00am-4:00pm.**

This ensures:

- Daily cleaning is completed
- The rooms remain clean for night call
- Maintains equitable access to all our learners

Call room use outside of these designated times is unauthorized and will result in an email from the Medical Affairs, Academic Specialist

To be **eligible for call room use**, you must be working one of the following call shift type:

- **In-Hospital Call**
- **Home Call Turned into In-Hospital Call**

We utilize 'Centralized Lock Boxes' to retrieve and return call room keys. Accessing our boxes requires the use of your ID badge. Please return call room keys **immediately** after your shift to avoid impacting peer access issues

HOSPITAL SITE	KEY BOX LOCATION
General	Level 2 near Emergency
Juravinski	B3 Call Room Area
McMaster	3E Call Room Area

PLEASE NOTE:

Failure to return a call room key will result in a \$150 replacement charge

Centralized Lock Box Access:

If you do not have access at our lock boxes, please email Security Card Access Requests (securitycard@HHSC.CA) and the Medical Affairs, Academic Specialist at the Resident Orientation email (resorient@HHSC.CA)

Reporting Call Room Issues:

Please utilize our QR code reporting system. You can find signs with the QR code on all the call room doors and within our amenity areas (i.e. lounge, kitchen, washrooms, etc.)

Below is also a direct link to our reporting system which is entered via Google Forms:

https://docs.google.com/forms/d/e/1FAIpQLSeHfZdxOS5hZrw_UlqNBckTEKpRLoUlcXsLigPvaxXKJO_Jdw/viewform?usp=sf_li nk