



Frequently Asked Questions PSAC-Academic Capacity Hiring

1) I need to hire a Marker, Lab Demonstrator, Teaching Assistant or Tutor, what do I do first?

PSAC- Academic Capacity positions must be posted per the terms of the Collective Agreement (Article 13: Posting Process and Applications) as follows:

- For appointments available prior to the commencement of the Academic Term, positions must be posted for a minimum of 14 days.
- For appointments that become available after the commencement of the academic term, positions must be posted for a minimum of 7 days.

The Posting Request Form for PSAC-AC is on the “**Forms**” page of the Human Resources website: <https://www.uwinnipeg.ca/hr/forms-revised/hr-forms.html>. Once the form is completed, it is automatically sent to Human Resources for posting.

2) Are there exceptions to the normal posting process?

Yes, you may directly fill your position in the following circumstances (Clause 13.2):

- In the event a posted position does not attract sufficient qualified applicants.
- For any appointments of eight (8) hours or less.
- In the case of the appointment of a tutor for an individual student requiring specialized immediate assistance as determined by the department.
- In the event of a sudden departure of the incumbent for reasons such as serious illness or resignation
- In the event additional positions in the same classification become available in the same academic term in either the same course, for course related positions or the same hiring unit, for non-course related positions.

3) What happens after the posting request form has been submitted?

Human Resources will create the posting within the University’s electronic recruitment system and post the position within three (3) working days of receiving the request. Once posted, you will receive email confirmation which will include a link to the posting and instructions for using the recruitment system.

Please note that the closing date may be adjusted to meet the minimum posting length of 7 or 14 calendar days.

4) Can I offer a higher/lower rate of pay?

No, rates of pay are set and cannot be altered.

For up-to-date pay rates, please refer to Appendix A – Wage Rates in the PSAC Academic Capacity Collective Agreement: <https://www.uwinnipeg.ca/hr/collective-agreements.html>

You must also factor in an additional 16% for vacation pay and mandatory employment related costs, i.e. CPP, EI, Payroll Tax.

5) How do I access my applications?

If you have chosen to receive application documents from Human Resources, your applications materials will be sent to the contact person once the competition has closed.

If you have chosen direct access to the electronic recruitment system, you will have access to your applications as soon as the position is posted. Access to the system can be found on the “**Employment**” page of our website: <https://www.uwinnipeg.ca/hr/employment.html>

- Click on the “**Academic Support**” link under “**Employment Opportunities**” and you will be directed to the login screen. If this is your first time using the system, you will receive an email from HR with your login ID and password after the position has been posted.
- Please note, after your competition closes, you will need to select “**Closed**” from the status drop-down menu within the system to access your applications.

6) I have two candidates both of which who currently work at the University; do I need to consider them first?

The governing factors for making an appointment are qualifications and relevant experience.

Preference will be given to qualified applicants who hold a current appointment in the Bargaining Unit or who have held an appointment in the Bargaining Unit within the last 3 Academic Terms. If you have 2 internal candidates that are equally qualified in relation to the job requirements in the posting, seniority would be used for the determining factor.

The PSAC-AC seniority list can be found on the “**Collective Agreement**” page of the Human Resources website: <https://www.uwinnipeg.ca/hr/collective-agreements.html>

7) What if no qualified applicants apply to my posting?

You may directly fill the position from applications kept on file from past competitions. If you do not have any applications on file, you may extend the closing date or repost your position by sending an email request to Shelby Phillips, HR Assistant at sh.phillips@uwinnipeg.ca. If you know of any potential candidates, you may reach out to them to advise them of the opportunity.

Please note, once the minimum posting requirement is met, a position can be reposted for any length of time, i.e.: 3 days.

8) Do I need to go through the interview/reference process?

Interviewing is recommended. If you require assistance in developing interview questions, contact your Human Resources Consultant: <https://www.uwinnipeg.ca/hr/who-is-my-hr-contact.html>

Once questions have been determined, contact candidates directly to schedule interviews via phone or Zoom.

Following interviews, we recommend completing 1-2 reference checks on your top applicant before moving forward with an offer. For a copy of our reference check guide, please contact Shelby Phillips at sh.phillips@uwinnipeg.ca.

Once you are ready to make an offer, contact your top applicant directly to offer the position. Once the offer is accepted, notify all other interviewed applicants that they were not successful.

9) I have selected an applicant for my position, what paperwork should be completed?

1. Employment Form for PSAC-AC

The PSAC-AC Employment Form can be found on the **"Forms"** page of the Human Resources website: <https://www.uwinnipeg.ca/hr/forms-revised/hr-forms.html>

This form should be completed by you first and then the successful applicant. Be sure to complete the Employment Information section in full, including:

- Posting Number
- Estimated Hours
- Rate of Pay
- Start/End Dates
- Award Number(s)
- Department and Contact Person
- Immediate Supervisor
- Authorized Signature/Date

After completing and signing your section, forward to the successful applicant to complete their section and ask them to send the form back to you.

Once completed in full, send to HRIS@uwinnipeg.ca for processing.

Please note, if any information is missing on the Employment Form it will be returned for completion.

2. New Employee Forms

- If your new employee has never worked for the University of Winnipeg, provide them with the following link to complete their new employee forms (i.e.: tax forms) online:

<https://www.uwinnipeg.ca/newhire>

- If your new employee has previously worked for the University, only the Employment Form is needed.

10) How do I ensure my employee gets paid on time?

After submitting the completed PSAC-AC Employment Form and new employee hire forms (if applicable), you will be sent a confirmation email from HRIS confirming your new employee has been set up in MyHR.

All hours must be entered and approved via MyHR on a bi-weekly basis. If you haven't used MyHR before, please contact hris@uwinnipeg.ca for assistance.

Please note, hourly employees are paid two-weeks in arrears. A current bi-weekly pay dates schedule can be found on the HR website: <https://www.uwinnipeg.ca/hr/forms-revised/hr-forms.html>

11) I hired a Marker for this term and want to re-hire them for the same course next term; do I need to post?

Yes, you must post the position for the next academic term.

In the future, you may want to consider posting for multiple terms within the academic year as this would provide flexibility in re-hiring employees for additional terms.

12) I have more hours available than originally stated in the job posting; Can I assign the additional hours?

Yes, as long as the hours are assigned before the appointment end date.