

## SciHQ HR FUNCTIONS

### Important General Information:

- Documents can be sent by hard copy/delivered to BSB-102 or by email to [SciHQ@mcmaster.ca](mailto:SciHQ@mcmaster.ca) (one candidate/job per email message please and use the subject appropriately).
- Once SciHQ has completed its work, any hard copy documents will be sent back to the applicable Unit for their disposition.
- For **ALL** positions over 8 months that are paid from an Operating account, clearly provide SciHQ with the following information to appear in the “Justification for Hiring” section of the Job Opening:
  - Was this position in your Unit’s budget submission? If not, how will it be funded and why is it needed.
  - Is this a replacement position? If so, who is it replacing and how long has it been vacant?
  - Is there any external or outside recovery of operating funds related to this position.

### Sessional Faculty (CUPE 3906 Unit #2)

In order to start the process to hire Sessional Faculty, please provide the following to SciHQ:

- HR Requisition Form
- CUPE Job Template

These postings will be for 2 weeks and they will be posted to the career listings in Mosaic the day of approval. Units can still post to their individual websites.

Once an individual is hired, the Unit is responsible for creating the letter of offer (Job Template), getting it signed, and all other HR-related forms (e.g. tax forms, contact & deposit form, etc.), including sending them to the Human Resources Service Centre. If SciHQ is to link the successful applicant to the Job, please send an electronic copy of the signed offer letter, the applicant’s ID, and Job Opening ID.

### Teaching Assistants (CUPE 3906 Unit #1)

In order to start the process to hire Undergraduate Teaching Assistants, please provide the following to SciHQ:

- for mass hires for undergraduate TA’s, please provide a spreadsheet with the following information each in a separate column: First Name, Last Name, Student Number, # of Hours, Start Date, End Date, Rate of Pay, Chartfield for Salary, Chartfield for Benefits.
- for an individual undergraduate TA, please complete the HR Requisition Form.

Please talk to Graduate Studies for the mass hire process for graduate TA’s.

Once (an) individual(s) is(are) hired, the Unit is responsible for creating the letter(s) of offer, getting it(them) signed, and all other HR-related forms (e.g. tax forms, contact & deposit form, etc.), including sending it(them) to the Human Resources Service Centre.

### Interim (Temp/Casual/Transitional) Employees & McWork/Work Study Students

In order to start the process to hire Interim employees, please provide the following to SciHQ:

- HR Requisition Form

SciHQ will create the job opening and once approvals have been completed, will link the applicant to the Job, accept the offer on behalf of the applicant, and will return all information received back to the Unit. This will include the Job ID # and Applicant ID#. Once an individual is hired, the Unit is responsible for creating the letter of offer, getting it signed, and all other HR-related forms (e.g. tax forms, contact & deposit form, etc.), including sending them to the Human Resources Service Centre.

### Postdoctoral Fellows (CUPE 3906 Unit #3)

In order to start the process to hire PDFs, please provide the following to SciHQ:

- HR Requisition Form
- Signed Offer Letter

SciHQ will link the successful applicant to the Job.

Once an individual is hired, the Unit is responsible for sending all other HR-related forms (e.g. tax forms, contact & deposit form, etc.) to the Human Resources Service Centre.

### Unifor (Local 5555) and TMG

In order to start the process to hire Unifor and TMG positions, please provide the following to SciHQ:

- HR Requisition Form
- Job Description
- Job Advertisement

Please indicate the period of time you would like these postings to appear on the Mosaic Job Board after receiving approvals.

Once an individual is hired, the Unit is responsible for creating the letter of offer, getting it signed, and all other HR-related forms (e.g. tax forms, contact & deposit form, etc.), including sending them to the Human Resources Service Centre. If SciHQ is to link the successful applicant to the Job, please send an electronic copy of the signed offer letter, the applicant's ID, and Job Opening ID.