

IMPORTANT THINGS TO KNOW

CALL STIPENDS

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 (i.e. claims for July must be submitted by August 30th **not 31st**)

- Submit your stipend claims to <https://hhsstipend.hhsc.ca>

Tips for Submitting Calls:

- Enter calls by the end of each month
- Review your entries prior to deadline for accuracy
- Enter all calls for the month preceding quarterly payment dates (Sept, Dec, March & June) by the **1st Monday** of the payment month (Oct, Jan, April & July) to ensure they are included with payment

Quarterly Stipend Payment Dates:

October 17 2018, January 23 2019, April 17 2019, July 24 2019

LOCKERS

Lockers are available for **day use only**

HOSPITAL SITE	LOCATION
General	Level 0, Room 12 (code is same as call room area)
Juravinski	Please contact your program
McMaster	Please contact your program

PLEASE NOTE: Notice will be posted & locks cut if availability of day use lockers becomes an issue

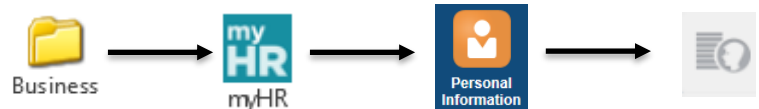
SCRUBEX/GREENS DISPENSING

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

PAY STATEMENTS

Pay Statements are available through the myHR app on Citrix. To access myHR:

- Click on the Business folder in Citrix
- Open myHR
- Sign in (using my Company's Sign-in)
- Click on Personal Information
- Click on Payroll



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

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

CALL ROOM KEYS

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

Policy:

Weekdays: Available 4:00 p.m. – return by 9:00 a.m.

Weekends: MUMC 12:00 p.m., HGH & JH 1:00 p.m. – return by 9:00 a.m.

PLEASE NOTE: Failure to return a key will result in a \$150 replacement charge

HEALTH BENEFITS POLICY

Benefits are provided through Manulife:

Policy Number: 0086936
Division Number: 002
Plan letter: C