_____

ALL DEPTS
Schulich School
of Medicine
& Dentistry
Standard
Operating
Procedures

_____

Recoverable Salary
Speed Codes
& Lawson Accounts

_____

Recoverable Salary Speed Codes (UWs): Overview

Introduction

Recoverable salary speed codes/accounts are used by the Schulich School of Medicine & Dentistry to recover funds (typically salaries or stipends) from the hospitals and/or other affiliate institutions. **In order for Schulich to recover these funds from the hospitals/Lawson, the steps outlined in this guide are required.**

Please select the 'Section' which best applies to your hiring/funding change process.

The recoverable speed codes start with **UW**.

Western's **general ledger account number** for recoverable speed codes is **012620**.

The two most commonly used recoverable speed codes are:

- **UW98** for LHSC/Lawson accounts with the prefix **LHR**
- **UW8A** for SJHC/Lawson accounts with the prefix **LRI**

For a complete listing of the **15 recoverable speed codes**, see attached Appendix 'Recoverable Salary Accounts Listing for Schulich'.

Using this guide

This guide is divided into 8 sections, which reflect the various hiring pathways at Western and Schulich.

Please note that, **the processes described relate to hiring on recoverable speed codes only.**

Reference table

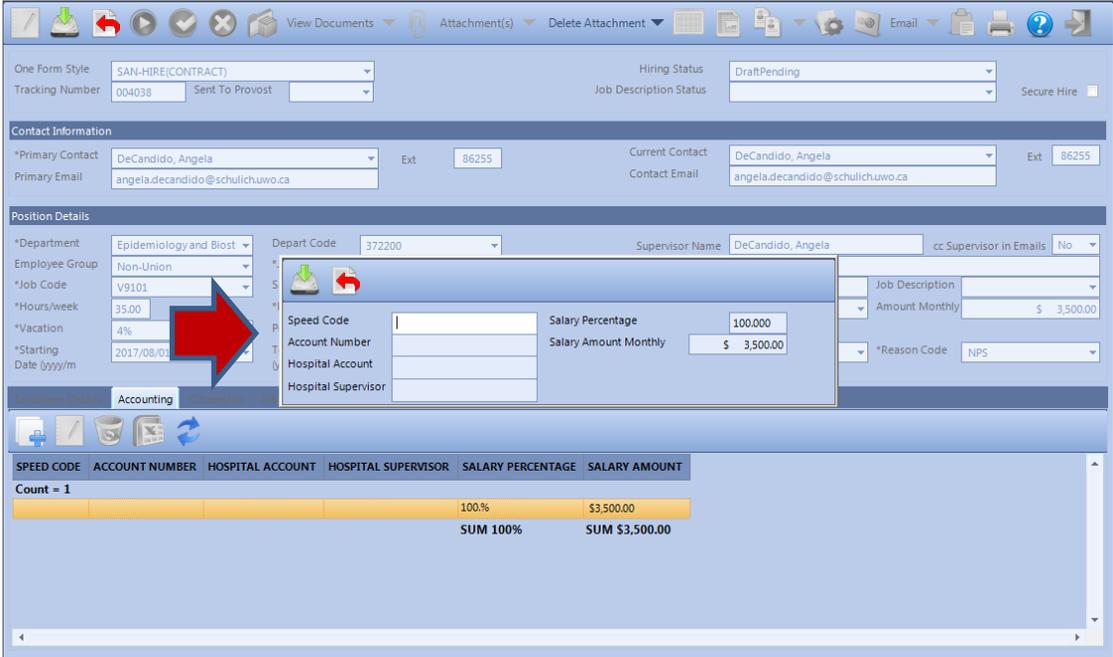| Section	Page
Introduction	2
Using this guide	2
Reference table	2
Contact	2
Section 1: Staff/student hire is submitted in hard-copy format	3
Section 2: Staff/student hire is performed through SAS	4
Section 3: Staff/student hire is performed through Working@Western	5
Section 4: Post-Doctoral Scholar hire is performed	6
Section 5: GRA is hired through My Human Resources	7-8
Section 6: Revised GRAAN forms for changes to pay rate (e.g. PAY OTH)	9
Section 7: Account/Funding changes in My Human Resources	10-11
Section 8: Terminations	12
Appendix: Recoverable Salary Accounts Listing for Schulich	13

Contact

Carolyn Carruthers
Financial & Administrative Coordinator
Dean's Office, Schulich School of Medicine & Dentistry
Western University
519.661.2111 ext. 88145
carolyn.carruthers@schulich.uwo.ca
www.schulich.uwo.ca/humanresources/leader_administrator_tools/help_centre

Revised 5/29/2018

Recoverable Speed Codes (UWs): Standard Operating Procedures

Section 1: Staff/student hire is submitted in hard-copy format.	
Step	**Action**
1	Hard-copy paperwork is used when hiring to certain job codes and when hiring as hourly/variable or exception hourly (TP). If hiring as TF, proceed to Section 2. - V9518: Undergraduate Student-Research (TP) - V9519: Pre-Graduate Student-Research (TP) - V9100: Research Assistant-Post-Graduate (TP) - X0500: Graduate Student Assistant (for current graduate students)
2	Complete the contract letter using the approved templates and complete the SAN. If charging to a recoverable speed code, the following must be included on the SAN: | ACCOUNT CODE #1	ACCOUNT CODE #2	ACCOUNT CODE #3 | |	%		%		% | - Under account code, indicate UWxx (recoverable speed code) and 012620. - Indicate % to be charged. - You may split up to 3 accounts. COMMENTS - In the comments field, list Supervisor and hospital/Lawson account number. - Commonly used account numbers are LHR and LRI. - **LHR accounts are suffixed by a letter and 4 numbers (e.g. LHR F8001)** - **LRI accounts are suffixed by 7 numbers (e.g. LRI 7412569)** - Connect with the Supervisor or Clinical Manager to clarify/confirm.
3	Submit completed paperwork to Schulich HR.
4	If the hire is on a recoverable speed code, Carolyn Carruthers will check for a proper match between speed code and hospital/Lawson account prefix and if the Supervisor's name has been provided. If an error is found or information is missing, the paperwork will be flagged for follow-up. **This may delay payment.** If no errors are detected, originals will be sent to Central HR for processing.

Section 2: Staff/student hire is performed through SAS.	
Step	**Action**

1	SAS hires are for RF appointments and for TF hires (not hired through Working @ Western). SAS is also used for student fellowships/studentships (X0300) and student research appointments if hired as TF vs TP. These codes are listed in Section 1 but include:
	
	    - V9518: Undergraduate Student-Research (TF)
	    - V9519: Pre-Graduate Student-Research (TF)
	    - V9100: Research Assistant-Post-Graduate (TF)
	    - X0500: Graduate Student Assistant (for current graduate students)

2	Complete the RFH or SAN hire using OneForm in SAS as you normally would. The "Accounting" tab in SAS provides fields to input recoverable speed code, hospital account, and hospital supervisor information.
3	Once the OneForm is submitted electronically in SAS, Carolyn Carruthers will check for a proper match between speed code and hospital/Lawson account prefix and if the Supervisor's name has been provided. If an error is found or information is missing, the paperwork will be flagged for follow-up. **This may delay payment.** If no errors are detected, originals will be sent to Central HR for processing.

Section 3: Staff/student hire is performed through Working @ Western.	
Step	**Action**
1	Hiring must be completed through the Working@Western (i.e. W@W) application if: - The position is for 24 hours per week and is <u>not</u> a student research position (Section 1). - The position is for 35 hours per week for up to 4 months. For more information on W@W: https://www.uwo.ca/hr/admin/pt_recruit/index.html
2	Complete the W@W hire as you normally would.
3	At the "Prepare Job Offer" phase of the process, you will be prompted to enter "Funding Accounts" which is synonymous to speed code and account information. **Enter the recoverable speed code (UWxx) and account code (012620) in this field.** <u>**Do not**</u> **enter the hospital/Lawson account information.** **Funding Accounts** *Account Code — *Percent of Distribution — 100.000
4	Given that there is not a field to capture supervisor and hospital/Lawson account information in W@W, the Recruiter or Hiring Manager must email the following important details to Carolyn Carruthers (carolyn.carruthers@schulich.uwo.ca) for reconciliation purposes: - Employee's Name - Department's Name - Speed Code (UW) - Account (LHR or LRI) - Monthly Amount - Percentage to be Charged - Supervisor's Name - Start Date - End Date

Section 4: Post-Doctoral Scholar hire is performed.	
Step	**Action**
1	Post-Doctoral Scholars are hired through the School of Graduate & Post-Doctoral Studies (SGPS). - http://grad.uwo.ca/postdoctoral_scholars/prospective/appointment.html#2 - The primary contact in SGPS is Mihaela Harmos (mharmos@uwo.ca).
2	Once the prospective scholar has completed the on-line appointment form, it will be forwarded to the Supervisor for approval and funding detail. The Supervisor will list the Manager or delegate as the primary administrative contact.
3	The Manager or delegate will receive an email requesting that he/she approve the appointment. **If the Supervisor has selected a recoverable speed code in the Funding Section of the form but has not provided the hospital/Lawson account in the Notes Section, follow-up to obtain PRIOR TO APPROVAL.**
4	Once the Post-Doctoral Scholar hire has been completed, the Manager or delegate will receive an email with subject line "Proposed Postdoctoral Appointment Summary." **If the Post-Doctoral Scholar has been hired on a recoverable speed code**, forward a copy of this email to Carolyn Carruthers (carolyn.carruthers@schulich.uwo.ca) for reconciliation purposes. All of the required information is contained in the email.

Section 5: GRA is hired through My Human Resources.	
Step	**Action**
1	All Graduate Research Assistantship (GRA) hires should be completed my Human Resources. The only exception are GRA hires for Visiting Graduate Students. These hires (if applicable) should be done on a GRAAN (refer to Section 1 for hard-copy process).
2	To hire a GRA on a recoverable speed code: - Sign in to My Human Resources - Select "Graduate Student Appointment" under "Manager Home" - Select "Initiate Graduate Transaction" - Select "Hire GRA" - **Uncheck** the box labelled "Is it Fully Research Funded?" ▼ Enter Appointment Information ▼ 1. Select Main Appointment Criteria This data will be used for **all selected students.** Is it Fully Research Funded?: ☐ ◀——— Appointment Start Date: 2017/09/01 (YYYYMMDD) Hire to Department: 372200 Epidemiology and Biostatistics - Enter Appointment Start Date, Department ID and Appointment End Date - Job Status = Temporary Full-Time (i.e. monthly paid) - Select "Student Selection Type" and then "Populate Student List" - Select the student or students you wish to hire - Select "Details" - Enter "Compensation Rate" (i.e. monthly rate) - Under "Job Earnings Distribution", enter the recoverable speed code and 012620 - Enter the "Distr Percentage" if different than 100%. - Add additional accounts and %, if applicable. **Job Earnings Distribution** <table><tr><td></td><td>Account</td><td>Distr Percentage</td></tr><tr><td>Line 1 (required):</td><td>🔍</td><td>100.000</td></tr><tr><td>Line 2 (optional):</td><td>🔍</td><td></td></tr><tr><td>Line 3 (optional):</td><td>🔍</td><td></td></tr></table> **NOTE:** **If an appointment is being split between a recoverable speed code and a research grant, two separate GRA appointments will need to be initiated for the student. Fully-research-funded and non-research-funded appointments cannot be processed together.** **However, if the appointment is being split between two recoverable speed codes (e.g. UW98 and UW8A) or one operating speed code and a recoverable speed code, then one appointment is permitted.**
3	Once the funding information is entered, select "Back to Main Selection Page" and then "Submit Group for Hire."

4	Given that there is not a field to capture supervisor and hospital/Lawson account information in My Human Resources, the Initiator or Manager must provide the following important details to Carolyn Carruthers (carolyn.carruthers@schulich.uwo.ca) for reconciliation purposes: - Employee's Name - Department's Name - Speed Code (UW) - Account (LHR or LRI) - Percentage to be Charged - Monthly Amount - Supervisor's Name - Start Date - End Date For one-off hires, this information can be provided in the body of an email but for multiple hires, an Excel spreadsheet is the preferred method. Please provide this information to Carolyn within one week of completing the on-line appointments.

Section 6: Revised GRAAN forms for changes to pay rate (e.g. PAY OTH)	
Step	**Action**
1	While new GRA appointments are initiated on-line in My Human Resources (Section 5), <u>changes to compensation rate after the appointment has been approved, must be processed in hard-copy format</u> using the Graduate Research Assistant Appointment Notice (GRAAN) form. This form looks very similar to a SAN and is completed in much the same way.
2	Complete the GRAAN. When charging to a recoverable speed code, the following must be included on the GRAAN: ACCOUNT CODE #1　%　ACCOUNT CODE #2　%　ACCOUNT CODE #3　% - Under account code, indicate UWxx (recoverable speed code) and 012620. - Indicate % to be charged. - You may split up to 3 accounts. COMMENTS - In the comments field, list Supervisor and hospital/Lawson account number. - Commonly used account numbers are LHR and LRI. - **LHR accounts are suffixed by a letter and 4 numbers (e.g. LHR F8001)** - **LRI accounts are suffixed by 7 numbers (e.g. LRI 7412569)** - Connect with the Supervisor or Clinical Manager to clarify/confirm.
3	Submit completed paperwork to Schulich HR.
4	If the hire is on a recoverable speed code, Carolyn Carruthers will check for a proper match between speed code and hospital/Lawson account prefix and if the Supervisor's name has been provided. <u>If an error is found or information is missing</u>, the paperwork will be flagged for follow-up. **This may delay payment.** <u>If no errors are detected</u>, originals will be sent to Central HR for processing.

Section 7: Account/Funding Changes in My Human Resources

Step	Action
1	Once an HR appointment is active in My Human Resources, Managers or delegates have the ability to change the speed code and/or general ledger account code on-line in My Human Resources. <u>Hard-copy forms should not be used for this purpose.</u>
2	If a change is needed that involves a recoverable speed code in any way, please make note of the following: **Scenario 1:** Carolyn Carruthers detects an error (e.g. UWxx (recoverable speed code) and hospital/Lawson account prefix do not match). In this case, Carolyn will initiate the change in My Human Resources and Manager or delegate will be required to approve. **Approvals should be conducted promptly.** **Scenario 2:** Manager or delegate identifies a change to/from a research speed code to/from a recoverable speed code. In this scenario, the following should occur: - Sign in to My Human Resources - Select "Initiate eManager Transaction" under "Manager Home" - Select "Initiate Transaction" - Select "Account/Funding Change" - Enter the information captured below Enter the Effective Date of Change: [ ] 📅 (YYYYMMDD) **Enter criteria to select Employee** Department ID: [ ] 🔍 Clear Empl ID: [ ] First Name: [ ] Last Name: [ ] Search - Select the individual from the results of the Search - Enter the recoverable speed code and account 012620 (if changing to a recoverable) - Remove the recoverable speed code and account 012620 (if changing to a research grant) - Select "Submit." Action: Earnings Distribution Change Action Reason: Fund Change | Enter New Account	Enter New Distrb %	Bus Unit	Account	Fund	DeptID	Program	Proj/Grt	Remove
---	---	---	---	---	---	---	---	---
XXXX 601220 🔍	100.000	UWO	601220	1	372200	15361		☐	 Add Account Please click submit to save your changes Submit

Once you have submitted the change, you will receive a summary of the change transaction.

For changes involving recoverable speed codes (adding or deleting), you may either take a screen shot (using the snipping tool) of the transaction summary and include the image, in an email to Carolyn Carruthers (carolyn.carruthers@schulich.uwo.ca).

In **addition** to the screenshot, this email must also include additional information such as:

-Supervisor
-Monthly amount
-Start date
-End date

Alternatively, an email outlining the change will suffice (no screen shot needed). This email must include the following:

- Employee's Name
- Department's Name
- Speed Code (UW)
- Account (LHR or LRI)
- Percentage to be Charged
- Monthly Amount
- Supervisor's Name
- Start Date
- End Date

Scenario 3: The recoverable speed code has not changed but the hospital/Lawson account has. An example would be if a supervisor would like funding to come from LRI account B instead of LRI account A. Given that the on-line account/funding changes are only for changes to speed code or general ledger account code, a change to a hospital/Lawson account must be communicated in an email to Carolyn Carruthers (carolyn.carruthers@schulich.uwo.ca).

This email must include the following:

- Employee's Name
- Department's Name
- Speed Code (UW)
- Account (LHR or LRI)
- Percentage to be Charged
- Monthly Amount
- Supervisor's Name
- Start Date
- End Date

Section 8: Terminations

Step	Action
1	When completing a Termination Notice for any individual who is partially- or fully-funded from a UWxx (recoverable speed code), the following information is required in the Comments field: - The reason for the termination - The recoverable speed code and the hospital/Lawson account - The supervisor's name **TERMINATION NOTICE** ☐ REVISED TERMINATION EFFECTIVE DATE (YYYY-MM-DD) CONTACT NAME:_____ PHONE#:_____ **Employee Information** EMPLOYEE NAME (FIRST) (MIDDLE) (LAST) UWO ID NUMBER SIN COUNTRY ADDRESS COMMENTS CITY POSTAL CODE PROVI
2	Send the Termination Notice to Schulich HR flagging it for Carolyn Carruthers's attention for reconciliation purposes.

Appendix:

University of Western Ontario
Recoverable Salary Accounts For Schulich School of Medicine & Dentistry
January 2018

Description	Speed Code	Account	Dept	Fund	Program	Hospital Account Prefix
LHSC-Research Inc.	UW98	012620	000000	1	45502	LHR
LHSC-Medical Affairs Recovery	UW9A	012620	000000	1	45510	LHS
SJHC-Medical Affairs Recovery	UW9C	012620	000000	1	45521	
Reg. Mental Health Care-London	UW9G	012620	000000	1	45540	
Reg. Mental Health Care-St.Thomas	UW9H	012620	000000	1	45545	
Pathology and Laboratory Medicine	UWDK	012620	000000	1	45551	
Children's Health Foundation	UW85	012620	000000	1	45560	
C.P.R.I.	UW88	012620	000000	1	45575	
Lawson Research Institute	UW8A	012620	000000	1	45585	LRI
LHSC-London Regional Cancer Program	UW8B	012620	000000	1	45590	LRC
Anesthesia Academic Practice Partners	UW8E	012620	000000	1	45605	
University Imaging Associates	UW8F	012620	000000	1	45610	
London X-Ray Associates	UW21	012620	000000	1	45612	
Sudbury Regional Hospital	UW8H	012620	000000	1	45620	
Neonatology Associates	UW8M	012620	000000	1	45640	