



NOSM Payroll Quick Facts

- Payroll is paid by direct deposit.
- Semi-monthly Pay (1st-15th of the month deposited on the **15th**, and 16th to the last day of month deposited on the **last day** of each month).
- If payday falls on a holiday or weekend, pay is deposited on the business day before.
- Deadlines for on call forms, changes or submissions is 10 working days prior to the pay date.
- Send inquiries or changes to Payroll in person, by mail, fax or email.

Pay Advices & T4 Slips (how to view online)

- Your pay advice (pay stub) is available online to view or print.
- Instruction on how to view pay advices were emailed to you with your payroll documents and are available on myNOSM located by following the path on main page to About, Human Resources, Payroll.
- Your T4 Slip will be available electronically by the end of February each year in the same location as your pay advice. Notice is also sent in The Script when they are ready.

Resident On Call Claim Forms

- Form located on the NOSM Website, and available in SharePoint.
- Payment of on calls stipends are processed usually in the pay period following receipt.
- **Ensure they are legible and complete with:**
 1. Your Name
 2. Full Date – including year, one date per line only
 3. Hospital Name
 4. Rotation Service
 5. Call Type (only select one per line)
 6. Your signature
 7. Preceptor signature
- Submit On Call Claim forms directly to NOSM Payroll by fax or email at (705)671-3880, payroll@nosm.ca
- When submitting your forms, be sure to keep a copy for your records.
- **Don't Miss the Deadline!**

As per the PARO/CAHO Collective Agreement which states "Call stipend claims must be submitted to the person(s) designated by the hospitals to receive such claims within 30 days following the end of the month in which the call was worked, save an except for circumstances reasonably beyond the control of the resident. Otherwise, untimely call stipends will not be paid".



Northern Ontario
School of Medicine
École de médecine
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Workplace Incidents

- **All injuries must be reported to NOSM within 24 hours**
- Complete the mandatory NOSM Injury/Incident Reporting Form, send to hr@nosm.ca
- Needlestick Injuries require an additional form to be completed
- The NOSM Injury/Incident Reporting Form is posted on the NOSM Website, and myNOSM by following the path on main page to Current Learners, Policies and Procedures, Postgraduate, Policies and Forms (Under the Resident Supervision/Health and Safety section).

Group Benefits (Mandatory Enrollment)

- Medical and dental benefits through Manulife
- Life insurance benefit through Sun Life Financial
- Benefit details are available at www.myparo.ca
- Benefit booklet available on the NOSM Website
- Contact Number for Manulife 1-800-268-6195, plan number 86936, division 006.

Payroll Contact Information:

Email: payroll@nosm.ca | Fax: 705-671-3880

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