

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

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

Tips for Submitting Calls:

- 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
- **For login help/partners accounts please contact HITS at helpdesk@hhsc.ca or ext. 43000**

Quarterly Stipend Payment Dates:

October 25, 2023 / January 17, 2024
April 24, 2024 / July 17, 2024

LOCKERS

HOSPITAL SITE	LOCATION
General	McMaster Wing Resident Call Room Space, main floor (Room 5)
Juravinski	Please contact your program
McMaster	Please contact your program, Lockers in 3E-13 for off service resident use

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:

1. Click on the Business folder in Citrix
2. Open myHR
3. Sign in by clicking "Company Single Sign-On"
4. Click on Personal Information
5. Click on Payroll



For any questions regarding 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

PLEASE NOTE:

- **Failure to return a key will result in a \$150 replacement charge**
- **Call Rooms are only to be used for overnight (In-Hospital) call shifts or shift conversions**
- **Rooms can only be accessed between 4:00pm-11:00am**

HEALTH BENEFITS POLICY

Benefits are provided through Manulife. For any questions, please contact myHR@hhsc.ca or ext. 46947

Policy Number: 0086936

Division Number: 002
Plan letter: C