

Report of AUMAC meeting

Held at DMS12102, Wednesday, May 23th, 2012, at 9 am

30 persons attended

Meeting presided by Patrick Foré and Stéphanie Desnoyers

Documents given at the meeting: FOAP Chart with the new account 71802- Consultant Bill 122, Print screen of Procurement Services Web (English-French).

Agenda	summaries of questions and discussions	Conclusions- Answers –Follow up
Welcoming speech and introduction of the representatives	<ol style="list-style-type: none"> 1. Absence of representatives: Joëlle Clément, Véronique Duvieusart et France Boucher 2. Representatives presents at the meeting: Kathryn Prud'homme, Micheline Dubé, Guylaine McCulloch, Johanne Lauzon, Stéphanie Desnoyers 	<ol style="list-style-type: none"> 1. Greetings on behalf of these representations, will be present at the next meeting 2. They will be able to answer questions relevant their sector.
Meeting format	<ol style="list-style-type: none"> 3. 12 of the person's presents today attended the last meeting. 4. Agenda introduced by Patrick Foré. 	<ol style="list-style-type: none"> 3. Payroll agents, Contract Officers ... 4. FOAP Chart, Table-Employee/ Self-employed (table RC 4110), Web site visit, important messages, questions period
FOAP Chart- Explanations Guylaine McCulloch	<ol style="list-style-type: none"> 5. FOAP Chart 6. The account 71802 7. Consultant definition reminder by Patrick Foré 	<ol style="list-style-type: none"> 5. This document exist and is available since a long time, it's not a new list. The main modification is the creation of one account to increase the application of the Bill 122. 6. We have to use this account only for the REAL consultant. If the service provider said he is a consultant, you have to verify if he is really a consultant according to the new directive. If the account is not used appropriately, a journal entry will have to be written to correct the situation. 7. A person who provides expert or strategic advice for strategic planning. Real consultant are not common, when it's really a consultant, you have to ask for 3 quotations. If for any reason, there is a specific needs and it's impossible to obtain 3 quotations, it's possible to ask for derogation, only by the President.

	8. New account	8. Little by little it will be possible to add more account. A study will be plan to evaluate the University's needs (mentions by Guylaine). If you need a new account, you can ask Joan Bélanger.
Chart- Employee or Self Employed V1.2 with explanations	9. In the PDF, the chart inspired from RC-4110 of the Canada Revenue Agency, some explanation has been added. The new table will be available on the web site	9. In the table for example, Stéphanie explains: the question about a service provider who receive social benefits, will be explains in the bubble. If the answer is positive, the worker is employee, because the payee provided dental care, glasses, deductions, etc. If the answer is negative, the worker doesn't receive social benefits, he is Self Employed.
Visit of the Procurement Services web site and the page of Procurement of Services	10. Procurement Services Home page a) Forms and Template section b) Link for the Contract Template 11. Procurement of Services page 12. Question: Is it possible to have a direct link to the Contract Template for all Contract Officer; it will be possible to send by e-mail the last version of the Contract Template?	10. a) The forms and templates section contains the form Request for dispensation. It's never a problem to sign a dispensation, you have to ask and the request will be verified (explain Patrick Foré).It's better to have a dispensation than a transgression. b) Scroll down the page to find the Contract Template. It's a good thing to visit the web site often, to make sure you have the updated version of the Contract. 11. In the tab you can see some changes brought by the Bill, you can find the Bill, the Policy, the method, the directive, some printable forms, the AUMAC's reports and the new e-mail address AUMAC 12. Patrick Foré believes it's a good suggestion. It could help to stay updated with the last template version.
Important Messages	13. The invoice	13. Micheline Dubé asks that invoices paid with the old method, before the Bill 122, have to be sent with a note, a message to

	<p>14. Only 1 Contract signed : company (Cie) or University</p> <p>15. Which type a Contract Template do you want?</p>	<p>explain the reason the will be send at the payroll and not at the Financial Services.</p> <p>14. Patrick Foré indicates that when the Company doesn't want to sign the Contract Template from the University, the « Business Relation Agreement » exists in line to cover the interests of the University. We are still working on it, some update will be available soon (. Kathryn Prud'homme indicates all Contracts provides by the Company has to be conform to the University's policies. It's possible to consult the necessary resources to make sure everything is legal. It should be noted that the technical part is the responsibility of the petitioner (requestor) and he remains the specialist for the description, deliverables: tasks, services, etc.</p> <p>15. Contract Officers don't have suggestions now, but they can send their request at the e-mail address : aumac@uottawa.ca</p>
<p>Comments, questions period</p>	<p>16. Some contracts are negotiated until 2014-2015, can we continue to pay them by Human Resources even though the new policy says they have to be paid by the Finances?</p> <p>17. When we have a 3 years contract, do we have to engage the funds for 3 years? There some budget issues.</p> <p>18. Is there an internal contract between services and faculty?</p> <p>19. Limit of system to process a request for a provider that was paid by</p>	<p>16. Banner 8 could be the ideal solution, some University already got it, and the University work on it. We will see after use and see the limits.</p> <p>17. No, it is possible to engage funds only for a year and to send a new P.O. (with a new number) with a note to the provider to let him know that is the same contract, with extension. You have to keep note in your files to remind you to reengage the fund for another year.</p> <p>18. It's not possible. Guylaine McCulloch said you have to open a P.O. at University's name and nobody feels comfortable to doing this.</p> <p>19. Human Resources prohibited the users the access this category to keep the personal information of the employees protected.</p>

	<p>payroll in the category 5B (employee, contract worker, self-employee)</p> <p>20. What kind of description is necessary on invoices when it's a general contract with a person?</p>	<p>Guylaine McCulloch: Finances are in trials with Millennium. The procedure remains to make an overseas purchase orders (international). You can communicate with Procurement Services.</p> <p>20. The external Auditors really don't seem to focus on the descriptions. You should check with the internal, Alain Decelles's team. The most important is to have information and justifications in your files. If the auditor asks about an expense, the service/faculty has to be ready to answer and explain.</p>
Follow- up	21. Different type of contract template and «Business Relation Agreement ».	21. Collaboration work with Kathryn Prud'homme.

Report prepared by Michelle Clément, Mélissa Charest and Stéphanie Desnoyers