

Report of AUMAC meeting

Held at FSS5028, Wednesday, November 21st, 2012 at 9am

30 persons attended

Meeting presided by: Stéphanie Desnoyers

Documents given at the meeting: Agenda

Agenda	summaries of questions and discussions	Conclusions- Answers –Follow up
Introduction of the representatives	<p>1. Absence of Representatives: Kathryn Prud'homme, Joanne Lauzon, Micheline Dubé, Véronique Duvieusart.</p> <p>2. Representatives present at the meeting: Guylaine McCulloch, France Boucher, Patrick Foré and Stéphanie Desnoyers.</p>	<p>1. Greeting on behalf of them and that they are available to answer any questions of their expertise</p> <p>2. Your presence was greatly appreciated. As a new program AUMAC needs to keep a close relationship with the Contract Officers.</p>
Welcoming speech	<p>3. Last meeting was held before the beginning of Summer.</p> <p>4. AUMAC program is now well established.</p>	<p>3. New Procurement process practice has been revised and improved since.</p> <p>4. Patrick Foré passes the torch to Stéphanie Desnoyers, who is now in charge of AUMAC.</p>
Follow up on meetings	<p>5. Since last year, we have been working in collaboration on the new process for procurement of services. For example, many of the procurement of services higher than \$5,000 are now sent with a contract, and a derogation form when needed.</p> <p>6. Most of the processes and changes were brought thanks to new files sent to AUMAC's email.</p>	<p>5. We are very grateful to all Contract Officers for their hard work in making this new process viable.</p> <p>6. Everyone is welcomed to send questions or related issues to our generic email. Solutions will be provided.</p>
Contract Register	<p>7. In the Central Contract Register, we have more than 200 contracts.</p>	<p>7. To comply with the Law and the Directive, we must keep on file a copy of the service contracts.</p>
Revenue-Generating Contracts	<p>8. In the Central Contract Register, we have more than 25 revenue-generating contracts.</p>	<p>8. Any revenue-generating contract must be sent to Procurement Services.</p>
New version of Chart Employee	<p>9. Payroll Services, Human Resources and Procurement Services reviewed the chart.</p> <p>10. Question on applying the Chart for workersoverseas.</p>	<p>9. This new version must now be completed for any services given by an individual.</p> <p>10. The employer must conform to laws within Canada. For special cases, contact Human Resources Services as they are the expert. In doubt, contact AUMAC.</p>
Banner 8 / T4-A	<p>11. Starting as of January 1st, 2013, some changes are made to Banner 8. You will be kept informed of any development.</p>	<p>11. Finance Services will need an adjustment period in order to accommodate Faculties and Services on specific files. We greatly appreciate everyone's patience.</p> <p>12. Finances are now implementing a new</p>

	<p>12. You will be informed about professional fees as payment will no longer be processed by Payroll Services.</p> <p>13. Starting January 2013, Professional fees payment will have to be submitted to the Account Payable instead of payroll officers.</p> <p>14. When the invoice is less than \$5,000 for professional fees, it will be paid internally. When the invoice is more than \$5,000, it will have to comply with the Purchase Order (P.O.) of the Procurement of Services Process.</p> <p>15. Starting in 2014, Providers paid through Professional fees will receive a T4-A. It will be important to request the Social Insurance Number.</p> <p>16. You will need to enter the name of the individual providing a service in Banner. The usual process will apply.</p> <p>17. Some exceptions will apply, for example, when a provider is paid through Professional fees and is overseas.</p> <p>18. With the revised Chart, SIN (Social Insurance Number) is now mandatory.</p> <p>19. Question : Procurement of Services through the Credit Card (PCard)</p> <p>20. Question: The difference between reimbursing expenses of a provider and employees.</p> <p>21. Question: Expenses that are not part of the Service Delivery.</p> <p>22. Professional fees explanation</p>	<p>system for Accounts Payable.</p> <p>13. Starting January, Finances will pay all invoices of Professional fees.</p> <p>14. This only impacts invoices from professional fees less than \$5,000.</p> <p>15. Even though they are not considered employees, it is requested by Canada Revenue Agency.</p> <p>16. The individual will be selected from a tagged list in Banner. If a Provider's name is not recognized by Banner, Finances must be contacted.</p> <p>17. Contact Payroll Services.</p> <p>18. When someone refuses to give their SIN, payment will still be possible. However, the proof of refusal must be kept on file for auditing purposes.</p> <p>19. Not possible right now, as the amount can't be tagged as a Service, that is problematic.</p> <p>20. According to Bill 122, some expenses are not reimbursable. Ex: Dry cleaning Some expenses are acceptable, but must be listed in the contract. Ex: Travel and Accommodation</p> <p>21. Any exceptions will have to be evaluated on a case by case with all of the appropriate documents.</p> <p>22. It is a person that has a professional designation.</p>
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Procurement Workshop Program: New process	<p>25. We are now offering a workshop for awareness on Contract Services.</p>	<p>25. Alexis Levac Brennan is now in charge of training for Procurement Services. If an employee of your Service/Faculty requires it, please contact AUMAC.</p>
Questions and Comments period	<p>26. Sharing the experience accross, Communauty, questions and answers on the web.</p> <p>27. The new procurement of services process in Faculties and services has been slowed down by obtaining everyone's signature.</p> <p>28. Releasing a Service Provider's name list working on campus.</p> <p>29. Question: Having access to a checklist for compliance with all necessary documents when submitting the request for procurement of Services.</p> <p>30. Question: Account 71802 is for Consultants</p> <p>31. Question: Which account to choose?</p> <p>32. Any questions regarding special professional fees issues or concerns with T4-A must be directed to Guylaine McCulloch.</p> <p>33. Procurement Services will release soon a Newsletter.</p> <p>34. Next meeting in January.</p>	<p>26. We are working on a possible forum for Contract Officers to share stories on experiences.</p> <p>27. We are currently looking into the possibility of making the process faster by using technology.</p> <p>28. Upon request, we can give names of current Service Provider. Eventually, we will have VOR established through a more competitive process.</p> <p>29. Such a list was available, but had been removed for improvements. A new revised list will be made available.</p> <p>30. We now have an account for consultants as defined by Bill 122.</p> <p>31. It is important to respect and choose the right account. Ex: Maintenance on the ventilation: we have a specified account for that service, it must be used accordingly.</p> <p>32. If a question is met for the Finances Committee, please specify in subject (question for the new procedures)</p> <p>33. We are planning on issuing 3 annual newsletters (September, December, April). Feedback is welcome.</p> <p>34. A bigger room will be reserved.</p>

Report prepared by Michelle Clément and Stéphanie Desnoyers