

ConnectionPoint

ADMINISTRATIVE SERVICES YOU NEED, WHEN YOU NEED THEM

LEARN MORE AT CONNECTIONPOINT.USASK.CA

ConnectionPoint is a one-stop service centre providing human resources, finance and research administration support. Staff, faculty and students can access provided services in-person, by phone, by email and online. Currently, the following services are available through ConnectionPoint:

Travel and expense: assistance booking travel, completing expense claims and reimbursement for non-travel expenditures

Purchasing and payments: assistance purchasing a good or service and/or paying for that good or service, including vendor sourcing, vendor contract review and development, request for quotations, purchase order requisitions and invoice processing

Pre-award/post-award: assistance with funding application issues, reviewing/finalizing proposals, questions concerning funders and funding programs, non-financial report submissions, closing out funded projects, monitoring compliance with regulations and for advice on administrative requirements

Tri-agency institutional approvers: assistance with approval on tri-agency expenditures, pre- and post-award eligibility and compliance inquiries, as well as eligibility and compliance advice to those developing research grant budgets

Human resources general inquiries: a resource to answer questions related to your employment

Workforce administration: human resources support, including staff recruitment, onboarding, off boarding, benefits and leaves

Data processing: assistance with data processing needs, such as journal vouchers and certain electronic job submissions (EJS entry and validation services apply to hires and terminations of CUPE 1975, CUPE 3287, ASPA, exempt, faculty and senior administration employees)

Knowledge Base: a self-serve tool, located in the PAWS ConnectionPoint channel, that allows you to search for information on university guidelines, processes and policies

If you have a question and you are not sure where to find the answer, please contact ConnectionPoint. Staff will be happy to assist you in answering your questions or directing you to someone who can.

OPEN MONDAY TO FRIDAY, 8 AM – 4:30 PM

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