



## CONNECTIONPOINT: DECEMBER 2016 IMPLEMENTATION

If any uncertainty exists as to where your request should be directed, please contact ConnectionPoint at 306-966-2000 or [connectionpoint@usask.ca](mailto:connectionpoint@usask.ca). ConnectionPoint can also be accessed online through [PAWS](#) (under “admin services”) or in-person in Health Sciences Building A120. ConnectionPoint hours are Monday to Friday from 8:00 am to 4:30 pm.

### ConnectionPoint: human resources fall 2016 implementation

Beginning in December 2016, several human resources (HR) activities are going to be offered by ConnectionPoint for the entire university community. ConnectionPoint works with Human Resources to ensure enhanced services and improved efficiencies for our faculty and staff. Our goal is to free up faculty and staff time spent on transactional-based activities to focus on supporting the teaching and research mission of the university.

With the addition of an HR strategic business advisor(s) (SBA) assigned to your college, school or unit, many of the requests for assistance will go through the HR SBA. If any uncertainty exists as to where your request should be directed, please contact ConnectionPoint at 306-966-2000 or email at [connectionpoint@usask.ca](mailto:connectionpoint@usask.ca). ConnectionPoint can also be accessed online through [PAWS](#) (under “admin services”) or in-person in Health Sciences Building A120. ConnectionPoint hours are Monday to Friday from 8:00 am to 4:30 pm.

Please see appendix A for an outline of changes and enhancements to HR services beginning late 2016. *Please note that timelines and services/activities are subject to change.*

### ConnectionPoint: finance services fall 2016 implementation

Six finance services are going to be offered out of ConnectionPoint for the entire university community. The travel and expense service is available now, the estimated date of the remaining services being available is fall 2016. ConnectionPoint works with Financial Services to



ensure enhanced services and improved efficiencies. This frees up time for faculty and staff to focus on other opportunities to better support the teaching and research mission of the institution.

With the addition of a finance strategic business advisor(s) (SBA) being assigned to your college, school or unit, many of the requests for assistance will go through the finance SBA. If any uncertainty exists as to where your request should be directed, please contact ConnectionPoint at 306-966-2000 or [connectionpoint@usask.ca](mailto:connectionpoint@usask.ca). ConnectionPoint can also be accessed online through PAWS (under “admin services”) or in-person in Health Sciences Building A120. ConnectionPoint hours are Monday to Friday from 8:00 am to 4:30 pm.

Please see the appendix B for an outline of changes and enhancements to finance services beginning late 2016. *Please note that timelines and services/activities offered are subject to change.*

### **ConnectionPoint: research services fall 2016 implementation**

As part of the initial ConnectionPoint launch, certain research services are now offered through ConnectionPoint, including the role of research support specialists and institutional approvers.

Research support specialists deliver high-level pre/post-award research administration support and customer service to faculty and researchers at the university. They are responsible for managing pre/post-award processes, activities and obligations in accordance with relevant legislation and regulations, university policy, guidelines and applicable collective agreement(s) and standard operating procedures. This support includes: development, preparation, submission and approval of grant proposals; award finalization, sub-transfers and amendments; and completion of project deliverables, meeting all financial requirements and closing out of awards. ConnectionPoint will provide support for colleges, schools and centres who do not already have a research support specialist(s). If you are in the College of Arts and Science, College of Education, Edwards School of Business, College of Law, Johnson Shoyama Graduate School of Public Policy, the Centre for the Study of Co-operatives, the International Centre for Northern Government Development, the Centre for Forensic Behavioural Sciences and Justice Studies or the Community-University Institute for Social Research, please contact ConnectionPoint to access support.

Institutional approvers are accountable to ensure research related transactions are eligible and in compliance with the requirements of funders’ guidelines and university policy, practices and guidelines. As an integral component of the financial compliance program, this



role will enhance research financial administrative services to support the university's core mission of teaching, learning and research. ConnectionPoint is available to support all faculty and researchers in their research and tri-agency related inquiries and needs.

### **Knowledge Base: information you need, when you need it**

As part of ConnectionPoint, an online resource called Knowledge Base was created to house information important to all employees, such as benefits and compensation, payroll and time away from work. Used like Google, current content focuses on HR, research and travel and expense. Content will be continually added and updated. You can find Knowledge Base within the [ConnectionPoint channel](#) in PAWS.

### Appendix A: human resources services and where the service is offered

Activity	Description	Access point
People planning	<ul style="list-style-type: none"> <li>• Lead the implementation of people strategies</li> <li>• Ensure effective workforce development strategies and practices in place</li> <li>• Assist and maintain oversight of employee relations</li> <li>• Assist with interviews, candidate selection and offers</li> </ul>	HR SBA
Recruiting and staffing	<ul style="list-style-type: none"> <li>• Prepare, review and approve profile/posting</li> <li>• Review job posting/post position/close posting</li> <li>• Review applicants and assist hiring manager with list of eligible candidates, support interview process (scheduling/co-ordinating)</li> <li>• Reference checks and validation, prepare offer letter, monitor compliance with term and employment equity</li> <li>• Data entry and paperwork for new hire, monitor progression of new employee through process, collection of additional information including tax related documentation, NSID and other security accesses, PAWS and other technology training</li> </ul>	HR SBA/hiring manager ConnectionPoint ConnectionPoint  HR SBA/hiring manager  ConnectionPoint
Total rewards	<ul style="list-style-type: none"> <li>• Employee benefits administration</li> </ul>	ConnectionPoint
Time away from work	<ul style="list-style-type: none"> <li>• Leave administration</li> </ul>	ConnectionPoint
Employee/labour relations	<ul style="list-style-type: none"> <li>• Union relationships, grievance handling, performance management, full time equivalent (FTE) reductions, retirement, liaise between department and central HR</li> </ul>	HR SBA
Employee off-boarding	<ul style="list-style-type: none"> <li>• Separations, resignations</li> </ul>	ConnectionPoint
General HR support	<ul style="list-style-type: none"> <li>• Lead, manage, undertake and advise on major HR projects and initiatives to ensure high quality professional advisory services</li> </ul>	HR SBA
Compensation	<ul style="list-style-type: none"> <li>• Position reviews, salary increases, discretionary pay, market supplements</li> </ul>	HR SBA



### Appendix B: finances services and where the service is offered

Service	Description	Access point
Travel and expense	<ul style="list-style-type: none"> <li>• Validate and create expense reports in Concur, including review of expenses according to policies/procedures</li> <li>• Gather/prepare/assemble paperwork for expense reimbursement</li> <li>• Complete travel requests in Concur</li> <li>• Create guest profiles in Concur</li> <li>• Support for travel booking and arrangements</li> <li>• Scan and upload receipts into payees Concur receipt store</li> <li>• Support Concur navigation and Concur troubleshooting</li> <li>• Validate and process paper based reimbursement claims</li> <li>• Respond to and resolve inquiries regarding travel and expenses policies, processes, eligibility and systems</li> </ul>	ConnectionPoint
Purchasing and payment	<ul style="list-style-type: none"> <li>• Assist with employment versus contracted services questionnaire</li> <li>• Contract negotiation and creation for goods and services</li> <li>• Co-ordinate contract execution/signing</li> <li>• Assist with/co-ordinate/complete vendor selection, including vendor set up and maintenance</li> <li>• Request for quotations (RFQ), collection and assessment of quotes</li> <li>• Research and gather information in response to requests for purchase, associated validation and coordination</li> <li>• Entry/approval/execution of purchase order requisition, purchase orders, receiving, change orders, and invoices for payment</li> <li>• Reconcile vendor invoice discrepancies</li> <li>• Respond to and resolve inquiries from vendors and customers</li> </ul>	ConnectionPoint



Service	Description	Access point
	<ul style="list-style-type: none"> <li>• Approve single source purchase requests</li>   <li>• Request for tender (RFT), request for proposal (RFP), request for information (RFI), request for expression of interest (REI)</li>   <li>• CFI funded purchases</li> </ul>	<p>ConnectionPoint <i>In collaboration with the FCO</i></p> <p>FCO <i>ConnectionPoint will work with the FCO re: RFT, RFP, RFI, REI if required for your request. You only need to contact ConnectionPoint.</i></p> <p>FCO</p>
General accounting	<ul style="list-style-type: none"> <li>• Entry of journal vouchers, including budget adjustments</li> <li>• Submit requests to open, transfer, update and close APEFs and DSAEs</li> </ul>	ConnectionPoint
Payroll/HRIS	<ul style="list-style-type: none"> <li>• Validation and entry for new hires, transfers, promotions, leaves and separations including tax and benefit information and other general deductions</li> <li>• Coordination, validation and entry of service payments</li> </ul>	ConnectionPoint
Tri-agency institutional approval	<ul style="list-style-type: none"> <li>• Provide institutional approval for tri-agency expenditures</li> </ul>	ConnectionPoint



Service	Description	Access point
	<ul style="list-style-type: none"> <li>• Provide tri-agency eligibility and expense guidance and advice in response to general inquiries and in support of faculty, researcher and staff budget development activities</li> </ul>	
Budgeting	<ul style="list-style-type: none"> <li>• Support for detailed annual budget and five-year rolling forecast processes</li> <li>• Quarterly variance analysis and forecasting</li> <li>• Modeling financial scenarios</li> </ul>	SBA