

NOSM University Payroll Quick Facts

Pay Information

- Payroll is issued by direct deposit.
- Semi-monthly Pay (1st-15th of the month deposited on the **15th**, and 16th to the last day of month deposited on the **last day** of each month).
- If payday falls on a holiday or weekend, pay is deposited on the business day before.
- Deadlines for on call forms, changes or submissions is 10 working days prior to the pay date.
- Send inquiries or changes to Payroll by fax (705-671-3880) or email (payroll@nosm.ca).

Pay Advices, Earning Statements & T4 Slips (how to view online)

- Your pay advice (pay stub) and earning statements are available online to view, save, or print.
- Instruction on how to view pay advices were emailed to you with your payroll documents and are available on myNOSM with the following link: [How to View your Earning Statements and Pay Advice](#)
- Your T4 Slip will be available electronically by the end of February each year. You can access your T4 through the Self-Service (WebAdvisor) on myNOSM. Notice is also sent in The Pulse when they are ready.

Resident On Call Claim Forms

- Link located on the NOSM University Website under myNOSM, Learners. [Resident On Call Claims Link](#)
- Payment of on calls stipends are processed usually in the pay period following receipt.
- **Don't Miss the Deadline!** As per the PARO/CAHO Collective Agreement, Call stipend claims must be submitted within 30 days following the end of the month in which the call was worked. Untimely call stipends will not be paid. Please note deadlines follow the calendar, and do not follow the block dates.

Workplace Incidents

- **All injuries must be reported to NOSM University within 24 hours**
- Complete the mandatory NOSM Injury/Incident Reporting Form and send to hr@nosm.ca
- Needlestick Injuries require an additional form to be completed
- The NOSM University Injury/Incident Reporting Form is posted on the NOSM University Website with the following link: [Reporting an Injury](#)

Group Benefits (Mandatory Enrollment)

- Health and dental benefits through Manulife
- Life insurance benefit through Sun Life Financial
- Long Term Disability through Desjardins
- Benefit details are available at www.myparo.ca
- Benefit booklet available on the NOSM University Website with the following link: [Manulife Benefit Information](#)
- Contact Number for Manulife 1-800-268-6195 (Plan number 86936 & Division 006).

Payroll Contact Information:

Email: payroll@nosm.ca | Fax: 705-671-3880

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Human Resources / Payroll
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