

Welcome!

Human Resources

Recruitment, E-Recruit & Workflow

February 24, 2024



Agenda

Overview of HR

- Who we are and what we do
- How we can support you!

Recruitment in Research

- UR Source
- eRecruit System
- Workflow

Questions

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About Us

- Located in Ad Hum – 4th floor
- Organizational Development and People Programs
- Faculty and Staff Relations
- Pension and Benefits
- Health and Safety
- Payroll
- HR Service Centre/HR Support
- Equity, Diversity and Inclusion

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Recruitment in Research

- Five Collective Agreements found [here](#)
 - CUPE 5791 Research
 - CUPE 2419 Students

CUPE 2419 Pay

Teaching Assistant 2 (Hourly Rate)		
Ph.D.	22.24	23.95
Masters	21.20	22.84
4th Year	18.63	19.70
Other	15.26	16.15

CUPE 5791 Research Pay

	Minimum Annual Salaries		
	PhD	Masters	Other Post-secondary
Postdoctoral Fellow	36,000	N/A	N/A
Research Assistant	36,000	32,000	30,000
Research Associate	36,000	32,000	30,000
Technologist		32,000	30,000

	Minimum Hourly Rates		
	PhD	Masters	Other Post-secondary
Postdoctoral Fellow	17.31	N/A	N/A
Research Assistant	17.31	15.38	14.42
Research Associate	17.31	15.38	14.42
Research	17.31	15.38	14.42
Technologist		15.38	14.42

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UR Source

• <https://ursource.uregina.ca/hr/index.html>

• **Key areas for you on UR Source**

- **Careers - Research Recruitment**
 - **Research Student Employment Guide**
 - **Post Doctoral Fellow Hiring**
- **Benefits & Compensation - Benefits Overview**
- **Safety & Wellness**
 - **Safety for Supervisors Training**
- **Equity, Diversity & Inclusion**



eRecruit

- [Career Opportunities page](#)
- [UR Careers](#)
- Posting requirements and approvals
- Faculty Administrative Support have access to create posting in eRecruit

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Banner Workflow

- General Hire Workflow
 - Purpose is to automate the hiring process for all CUPE 2419, CUPE 5791 casual, CUPE 5791 Research, Non-unions, Scholarships and contractors hires.
 - Faculty Administrative Support will generate
 - Researcher responsible for providing position and candidate info

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Wrap up

- Biggest takeaway
 - Start with UR Source!
 - Reach out to your support staff
 - Reach out to your HR Partner

QUESTIONS?

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CONTACT INFO

General inquiries on workflow

HR.Support@uregina.ca

E-Recruit inquiries

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Talent Acquisitions Advisor

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All other inquiries can go to your HR Business Partner

Megan Ludik – 585-4164

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