CIRTA Postdoctoral Payment Instructions for the University of Toronto

The Graduate Awards Office at the School of Graduate Studies (SGS) will be administering CIRTA funds for all three granting agencies (CIHR/NSERC/SSHRC) to awardees activating their award at the University of Toronto. SGS will set up the recurring monthly payments to postdoctoral trainees via HRIS.

To initiate payment at the University of Toronto, the following steps need to be completed by postdoc trainees and Business Officers:

Postdocs/Award Recipients:

Complete the steps outlined on the SGS CIRTA webpage under Holder Awarder Information section. Note instructions are specific to level and agency. Be sure to follow the instructions for postdoctoral fellows.

Business Officers/Manager:
Once both granting agency and SGS have received the completed Confirmation of Commencement (CIHR) or Request for First Instalment or Reinstatement of Award Paid by Canadian Institution form (NSERC/SSHRC), Business Officers are asked to complete the following steps by the award start date:

Existing postdocs appointed under CUPE 3902, Unit 5:

a) Update engagement details in SGS Postdoctoral Registration System (email sgs.postdoc@utoronto.ca to request an early end to the current contract) and issue a renewal engagement letter as a postdoc **Trainee** (non-union) using the templates on PRS;.
   Note: In cases where a postdoc is receiving a major internal fellowship, funding from supervisor, or have an instructional/teaching appointment, please be sure to consult with Sarah Pickering and/or Labour Relations as a first step, to ensure the postdoc has the correct appointment.
b) Email Central Payroll (CP) with the end date of the Unit 5 appointment and to cancel any current payments. CP will deactivate Unit 5 appointment so the department can set postdoc up as a Trainee;
c) Business Officer to update appointment on HRIS to trainee; and
d) Add trainee top-up payments (e.g., top-up from supervisor - not tri-agency payments) in HRIS, if applicable.

New postdocs:

a) Set up new postdoc profile and issue a Trainee letter of offer on SGS Postdoctoral Registration System (PRS);
b) Create HRIS profile (Hire a Non-Appointed Externally Funded Postdoctoral Fellow); Position #'s are provided by the HR administrator in each department. For assistance, contact HRIS Help Desk. Tip for the departments: HR staff can find the position numbers using report transaction code ZHMR163;
c) Add trainee top-up payments if applicable in HRIS;
d) Email SGS Postdoctoral Awards that the postdoc has been set up on HRIS. Please include the award name (CIHR/SSHRC/NSERC CIRTA), PDF name and employee number in your email; and
e) Advise postdoc fellow to set up an appointment with Sarah Pickering at SGS (virtually or in-person) when they arrive for on-boarding (e.g., initiate UHIP, UTORid, etc.).

SGS will be receiving fellowship funds directly from the tri-agency monthly as new award activations are received.

Please note, SGS enters the tri-agency CIRTA recurring payments (not the department) in HRIS by the monthly payroll close date as postdocs start their award throughout the year. HR staff should not be entering CIRTA payments on HRIS independently, which would result in double payments.

Fellowship funds will not be deposited into supervisor research accounts, but will remain with SGS for reconciliation and reporting to the tri-agency.

Please feel welcome to reach out to sgs.postdoc.awards@utoronto.ca should you have questions about the tri-agency CIRTA payments administered by SGS.

SGS Postdoctoral Awards
Graduate Awards Office, School of Graduate Studies,
University of Toronto
sgs.postdoc.awards@utoronto.ca | www.sgs.utoronto.ca