

STEPS FOR POSTDOC REGISTRATION/HIRING

1. BUDGET:

Postdoctoral fellows who are paid through McGill University research funds are classified as [Postdoctoral Researchers](#) and are considered to be McGill *employees*. Since they are unionized (AMURE), minimum salaries and regular increases have been negotiated in their collective agreement as follows.

<p>The annualized minimum salary for a Post-Doctoral Researcher is as follows:</p> <ul style="list-style-type: none">• August 1, 2020: Thirty-four thousand six hundred and eleven dollars (\$34,611)• May 29, 2022: Thirty-eight thousand dollars (\$38,000)• June 4, 2023: Forty-one thousand five hundred dollars (\$41,500)• June 2, 2024: Forty-five thousand dollars (\$45,000)• June 1, 2025: Forty-eight thousand dollars (\$48,000)	<p>Employees at or over the new set minimum will receive the following salary increases:</p> <ul style="list-style-type: none">• May 30, 2021 salary increase of 2.0%• May 29, 2022 salary increase of 3.0%• June 4, 2023 salary increase of 3.0%• June 2, 2024 salary increase of 3.0%• June 1, 2025 salary increase of 3.0% <p>The above-mentioned minima and salary increases have a retroactive effect.</p> <p>Employees below the new set minimum will receive either the salary increases or be brought up to the minimum, whichever is the highest.</p>
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As employees, their income is taxable and, if they meet minimum salary criteria, they are eligible for coverage under the McGill Supplemental Health and Dental plans, as well as Life insurance. The PI's fund will be charged for the employer's contribution to benefits on top of the salary being paid to the Postdoctoral Researcher. **Before inviting a Postdoctoral Fellow to your lab, please consult the Budget Information for Researchers webpage to confirm the total costs associated with hiring:** <https://mcgill.ca/research/research/proposal/budget>.

For help with funding and benefits estimates, please contact the Financial Service Team (FST).

2. INVITATION:

Important notes on timelines:

- Please allow approximately **3 months if at proposed effective date, the fund is not open**, and **"2 months if funding is immediately available"**.
- You need to ensure sufficient time between Ph.D. thesis defense and official start date on LoA (i.e. 2-3 months).

The PI sends a letter of invitation to the candidate with a copy to the AES HR Advisor and your unit's contact in MacOGS and the Administrative Hub/Parasitology.

If candidate is international, please contact the HR Advisor in order to complete necessary steps to obtain work permit. The HR Advisor will send MacOGS the name of the PI and postdoc candidate, as well as a copy of the candidate's CV. **They cannot be paid until they have obtained their SIN and opened a bank account.

The HR Advisor will provide MacOGS and PI with the estimated work permit processing times per country of origin for international postdoc candidates being invited. For more information:
<https://www.mcgill.ca/qps/postdocs/international>

3. REGISTRATION:

- a. The postdoctoral candidate must submit a completed registration package to MacOGS.

NOTE: The benefits calculation should not be included in the salary amount indicated on the Letter of Agreement (LOA). It is important to include the fund number to charge for the salary, and if charging more than one fund, to provide the % to be applied to each.

- b. **MacOGS will send** the Admin Hub/Parasitology the **final registration package** along with a copy of the **postdoctoral registration e-mail** from Enrolment Services. **Processing in Workday cannot take place until the student is registered with McGill and we receive confirmation from MacOGS.**

SALARY PAYMENT:

This HR Letter confirms the funding arrangement established in the LOA and clarifies other conditions of their McGill employment. **Note:** This final letter can only be initiated once the Postdoctoral candidate's registration is confirmed by Enrolment Services; and once an international postdoc arrives and submits the official "paper" work permit.

*** In order for the Admin Hub/Parasitology to process an appointment and begin payment, the PI must ensure that funds are OPEN and provide Fund(s)/FOAPAL(s) (as well as percentage breakdown if two or more FOAPALs). Please ensure that the postdoctoral candidate is aware that there may be a delay of 2-4 weeks before receiving the first pay (especially in the case of international candidates or where funding is not yet active at start date). ***

Financial Service Team (FST)

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For more information, please visit: <https://www.mcgill.ca/gps/postdocs>