

People Services Timeline (2017)

	January	February	March	April	May	June	July	August	September	October	November	December
Culture & Engagement	Engagement Survey – Meetings with Supervisors and Managers	Engagement Survey – Follow Up Presentation to LLT	Engagement Survey – Action Plans Due						Engagement Survey – Formation of Working Group			
	Leaders' Toolkit – Finalize Site Content and Content Managers	Leaders' Toolkit – Content Manager Training				Leaders' Toolkit – Soft Launch			Leaders' Toolkit – Official Launch			
	Employee Orientation		Employee Orientation - Prep	Employee Orientation		Employee Orientation - Prep		Employee Orientation		Employee Orientation - Prep		
	Employee Recognition Event – Prep			Employee Recognition Event								Employee Recognition Event – Prep
	Recognition & Achievement Awards – Applications and Selection											
									UNBC MBA Program – Applications			UNBC MBA Program - Selection
											Top Employer Application – Content Development	
										Halloween Contest	Take Our Kids to Work Day	Holiday Contest
Employee Development	Faculty Leadership Development Survey					Phase 1 -Dept. Chair Orientation and Leadership Training		Phase 2 – New Chairs Roundtable		Phase 3 – Leadership and Management Workshops		
Wellness Promotion	Wellness Classes Registration			Wellness Classes - Prep	Wellness Classes Registration			Wellness Classes - Prep	Wellness Classes Registration			Wellness Classes - Prep
	Wellness Fair - Prep	Wellness Fair										
											WellnessFits Award Application - Prep	
	Vancouver Sun Run/ BMO – Registration			Vancouver Sun Run	BMO Run							Santa Shuffle Fun Run & Elf Walk
Policies & Guidelines								Sexual Respect Ambassador Training				
	Respectful Workplace Online Training – Enrolment				Respectful Workplace Online Training – Enrolment				Respectful Workplace Online Training – Enrolment			
		Respectful Workplace In-Person Training				Respectful Workplace In-Person Training				Respectful Workplace In-Person Training		

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Payroll and Benefits	T4 Slips – Electronic T4 Registration	T4 Slips											
		CUPE/ADMIN/ CS LEAP Vacation Carryover Payout				Vacation Carryover - Communication			CUPE Overtime Payout		Vacation Carryover - Communication		
		CUPE/LFA/ BCNU/ Non-Management Staff Salary Increase		CUPE/LFA/ Non-Management/ CS Leap Staff Salary Increase	SOFI Report								
					Executive Compensation Disclosure Statement								
	Spring Faculty Contracts			Prep Summer Faculty Contracts	Summer Faculty Contracts LFA Secondment Contracts			Prep Fall Faculty Contracts	Fall Faculty Contracts			Prep Spring Faculty Contracts	
	Municipal and College Pension Reports Due							Prep College Pension Report	College Pension Report Due			Prep Municipal and College Pension Report	
			Fiscal Year End Accrual Set Up	Fiscal Year End Balance Payroll Accounts									Calendar Year End Reconciliation
													PBC and Sun Life Premium Rate Change