

Dear members,

Please see the announcement below. Because of the **COVID-19** emergency, the Payroll section of MUN's Human Resources department is unable to continue the manual writing and mailing of pension cheques. Human Resources wants all employees and pensioners currently receiving cheques by mail to sign up for direct deposits using the link to **the direct deposit form**: <https://www.mun.ca/hr/services/info/DEPAPPL.pdf>.

HR is writing to all people who receive cheques by mail, but if you are one of these people or know someone who is, you can expedite the process by going online to arrange direct deposit or alerting friends and, if possible, assisting them. This will ensure that there is minimal or no delay in monthly payments.

Writing this, I realize that there are very likely people for whom this is not straightforward because they live outside of Canada, but I am sure that HR will render what assistance they can to smooth the process. If there is some way in which we can help, we will try to do so. Sadly, this measure is necessary so that HR staff can practice the social distancing that both the university and Government of Newfoundland and Labrador's Health Emergency, declared yesterday, mandates them to do.

All of us are going through unusual experiences — some variant of a survivalist movie with electricity and internet — which few of us could have anticipated. I suspect that most of you reading this are socially distancing yourself from others and missing daily routines. One thing we can do is to reach out to others to avoid total isolation. Another is to try establishing new routines that will help preserve a modicum of sanity and make the best of the extra time you find on your hands.

Sincerely

Steve Wolinetz

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Subject: Human Resources operational changes

The Department of Human Resources has enacted the following operational changes to ensure health and safety while delivering services.

The MyHR customer service desk is closed for in-person assistance and the Pension Office is not accepting personal meeting requests; members of the university community can receive HR assistance by emailing myhr@mun.ca. Human Resources is prioritizing and responding to requests as quickly as possible; however, response times may be delayed.

Employees and pensioners who are currently paid via a manual cheque will be moved to direct deposit. Individuals paid by cheque should contact MyHR before March 27 to make the necessary arrangements. Please click on the following link to access the direct deposit form: <https://www.mun.ca/hr/services/info/DEPAPPL.pdf>.

CUPE severance payouts that were scheduled to be issued March 26 will now be split between the March 26 and the April 9 pay periods.

The Blood Work Collection Service for faculty, staff and retirees has been cancelled until further notice.