

Preceptor Payment Registration (Group)

Target Audience: Supervisors

Updated *August 24, 2023*

PAYMENT BACKGROUND

The preceptor payment solution is a joint project between McMaster University's Faculty of Health Sciences and Accounts Payable department.

Preceptor payments will now be paid within a monthly pay cycle. The payments will be made through an electronic funds transfer (EFT) or direct deposit. **Cheques will no longer be issued for preceptor payments.** In order to be paid through EFT, you will be required to complete payment registration and provide banking information (please see "How to Register Your Payment Profile" below).

The banking details collected in this process are stored securely and treated as confidential, being used for the sole purpose of defining an EFT process with Accounts Payable. **Please do not send confidential banking information via email.**

In addition, for added security before a full payment can be processed, **a one-time \$1 payment or pre-note will be made to your account.** This payment must be confirmed in order to complete the EFT registration. This payment will only occur when banking information has been added or changed. It will run approximately one week prior to the release of your funds. An e-mail will be sent out notifying you that it has been released to your account and how you can confirm the payment.

The purpose of a group profile is to funnel multiple preceptor payments into one account. As the owner of the group, you are responsible for updating the profile information and you are the only member of the group who can access associated payment invoices. If your group has a Finance Manager that handles the banking information, we ask that you work collaboratively with them to fill out this banking information through your MedSIS account.

Preceptor payments cannot be made until you complete the payment registration.

**For the full payment registration process, please see "Payment Profile Registration Process" below.

PAYMENT PROFILES

The payment registration process will allow you to define up to three different payment profiles.

Corporate Profile – If you are incorporated as a Medical Professional Corporation (MPC), then select the Corporate Payment Profile. Payments directed to this profile will be paid to the corporation. This income is HST inclusive. As this is not considered personal income, no T4A will be produced.

Group Profile – Groups are incorporated and have a primary supervisor that is responsible for the group. This income is HST inclusive. It is not considered personal income and therefore no T4A will be produced.

Individual Payment Profile – If you are not defined as an MPC or part of Group, then you will be paid as an individual. This profile requires you to provide a SIN number and all payments made through this profile are considered personal taxable income. As a result, you will receive a T4A from McMaster University Accounts Payable.

If you define MORE than one payment profile, you will need to choose a default payment profile which will be applied to all payments. If you have multiple payment profiles, you will need to inform the appropriate parties to ensure they override your default profile when necessary.

✎ Payment Registration - Managing Payment Profiles (2/3)

Corporate Payment Profile (limited or incorporated, no T4A will be issued):

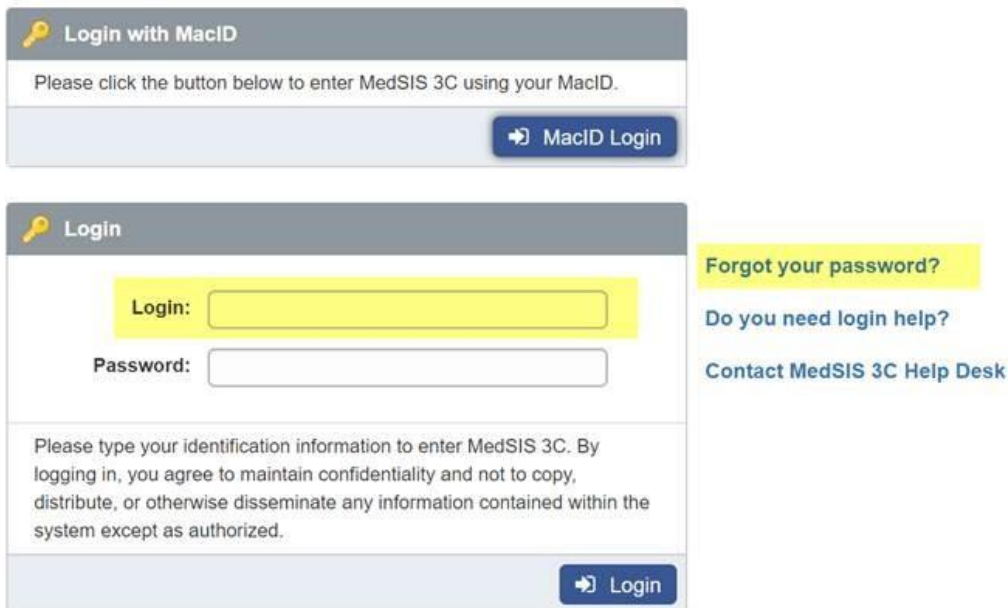
Individual Payment Profile (self-employed, T4A will be issued):

Group Profile (limited or incorporated, no T4A will be issued):

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HOW TO REGISTER YOUR PAYMENT PROFILE

1. Login to MedSIS (<https://medsis.mcmaster.ca>). Your login to MedSIS is the email address this message was sent to. If you do not remember your password for MedSIS or this is your first time logging in, use the “Forgot your password?” link and a password reset email will be sent to you.



The screenshot shows the MedSIS 3C login interface. At the top, there is a 'Login with MacID' section with a key icon and the text 'Please click the button below to enter MedSIS 3C using your MacID.' Below this is a blue button labeled 'MacID Login'. Below that is a 'Login' section with a key icon. It contains two input fields: 'Login:' and 'Password:'. To the right of these fields are three links: 'Forgot your password?', 'Do you need login help?', and 'Contact MedSIS 3C Help Desk'. Below the input fields is a paragraph of text: 'Please type your identification information to enter MedSIS 3C. By logging in, you agree to maintain confidentiality and not to copy, distribute, or otherwise disseminate any information contained within the system except as authorized.' At the bottom right of the login section is a blue button labeled 'Login'.

2. Once you have logged into MedSIS, you will see the option (on the left-hand side menu) called ‘Payment Profiles.’ Once you select this option, you will be re-directed to the payment module.

Payment Profiles

3. Once in the payment module, select the button for 'Payment Registration' and follow the steps.

 Payment Registration

NOTE: All pre-existing Accounts Payable profiles were uploaded into MedSIS, so you may find you already have a payment profile. These profiles must still be updated with contact and banking information.

PAYMENT PROFILE REGISTRATION PROCESS

Step 1: Register your payment profile information through MedSIS

Step 2: Payment profile information will be sent to McMaster Accounts Payable for verification

Step 3: Once verified, a \$1 test payment will be processed to the account provided

Step 4: An email will be sent to you asking to confirm if you have received the test payment.

Step 5: Once confirmed, full payments will be processed in the monthly cycle.

**This registration process is only required once, unless you update your banking information. The first payment in the system can take up to two months to be processed.

QUESTIONS?

If you have any questions or difficulties with this process, please contact Preceptor Payments at preceptor.payments@mcmaster.ca