

NAME	EMPLID	EMPL_RCD	PAY END DT	Earns Begin Dt	Earns End Dt	Earn Cd	DESCR	HOURLY_RT	REG_HRS	REG_HRLY_EARNS	JOBCODE	OFF_CYCLE	DEPTID	DESCRSHORT	EMPL_CTG	DESCR_1
Mills,Shane	s.22	0	2016-05-28	2016-05-24	2016-05-28	RHP	Regular Hours Paid	68.45	28.00	1,916.50	023035	N	004-0031	BAND E	R	PO Executive Branch

NAME	EMPLID	Empl f	Status	Appt Status	EFFDT	Action Date	Last Mod Date	SEQ	ACTION	Reason Code	Reason	Sal Admin Plan	GRADE	STEP	Pay Type	Sal Type	Increment Date	Hrly Rate	Std Hours	COMPRATE	Annual Rate
Mills,Shane	s.22	0	A	R	2016-05-24	2016-05-20	2016-05-20	0	HIR	OIC	Order in Council	VAR	MS5	9	E	S		68.45	35.00	4,791.24	125,000.10

ABBR	Business Unit	DEPTID	DeptID Desc	Job Code	Job Code Desc	Job Function	Position	Position Title	REPORTS_TO	Position Job Code	Base Position	Hire Date	Org Hire Dt	LOCATION	Work City
125,000.10	Office of the Premier	004-0031	PO Executive Branch	023035	Band E	055	00077894	Director of Issues Mgmt	00107832	023035	00077894	2016-05-24	2016-05-24	V8V1X401	Victoria

NAME	EMPLID	EMPL_RCD	PAY END DT	Earns Begin Dt	Earns End Dt	Earn Cd	DESCR	HOURLY_RT	REG_HRS	REG_HRLY_EARNS	JOBCODE	OFF_CYCLE	DEPTID	DESCRSHORT	EMPL_CTG	DESCR_1
Koolsbergen,Nick	s.22	0	2016-05-14	2016-05-01	2016-05-14	RHP	Regular Hours Paid	67.51	70.00	4,725.93	153003	N	019-5298	SL OIC	R	GCPE-HQ
Koolsbergen,Nick		0	2016-05-28	2016-03-20	2016-04-02	s.22					153003	N	019-5298	SL OIC	R	GCPE-HQ
Koolsbergen,Nick		0	2016-05-28	2016-05-15	2016-05-20						153003	N	019-5298	SL OIC	R	GCPE-HQ
Koolsbergen,Nick		0	2016-05-28	2016-05-15	2016-05-20						153003	N	019-5298	SL OIC	R	GCPE-HQ
Koolsbergen,Nick		0	2016-05-28	2016-05-15	2016-05-20						153003	N	019-5298	SL OIC	R	GCPE-HQ
Koolsbergen,Nick		0	2016-05-28	2016-05-15	2016-05-20	RHP	Regular Hours Paid	67.51	35.00	2,362.96	153003	N	019-5298	SL OIC	R	GCPE-HQ
Koolsbergen,Nick		0	2016-05-28	2016-05-20	2016-05-20	s.22					153003	N	019-5298	SL OIC	R	GCPE-HQ
Koolsbergen,Nick		0	2016-05-28	2016-05-20	2016-05-20						153003	N	019-5298	SL OIC	R	GCPE-HQ
Koolsbergen,Nick		0	2016-05-28	2016-05-20	2016-05-20	VAP	Vacation Leave Payout	67.51	30.33	2,047.68	153003	N	019-5298	SL OIC	R	GCPE-HQ

NAME	EMPLID	Empl Rcd	Status	Appt Status	EFFDT	Action Date	Last Mod Date	SEQ	ACTION	Reason Code	Reason	Sal Admin Plan	GRADE	STEP	Pay Type	Sal Type	Increment Date	Hrly Rate	Std Hours	COMPRATE	Annual Rate
Koolsbergen,Nick	s.22	0	T	R	2016-05-21	2016-05-30	2016-05-30	0	TER	s.22		MGT	M3	1	E	O		67.51	35.00	4,725.93	123,296.11

ABBR	Business Unit	DEPTID	DeptID Desc	Job Code	Job Code Desc	Job Function	Position	Position Title	REPORTS_TO	Position Job Code	Base Position	Hire Date	Org Hire Dt	LOCATION	Work City
123,296.11	Advanced Education	019-5298	GCPE-HQ	153003	Strategic Leadership OIC	05A	00110235	Exec Dir Comms Operation	00102590	153003	00110235	2016-01-18	2016-01-18	V8W9V110	Victoria

NAME	EMPLID	EMPL_RCD	PAY END DT	Earns Begin Dt	Earns End Dt	Earn Cd	DESCR	HOURLY_RT	REG_HRS	REG_HRLY_EARNS	JOBCODE	OFF_CYCLE	DEPTID	DESCRSHORT	EMPL_CTG	DESCR_1
Mann,Carter	s.22	0	2016-05-14	2016-05-01	2016-05-14	RHP	Regular Hours Paid	36.22	70.00	2,535.53	023031	N	004-0031	BAND A	R	PO Executive Branch
Mann,Carter		0	2016-05-14	2016-05-01	2016-05-14	VAJ	s.22				023031	N	004-0031	BAND A	R	PO Executive Branch
Mann,Carter		0	2016-05-28	2016-05-15	2016-05-28	C06					153002	N	019-5298	BL OIC	R	GCPE-HQ
Mann,Carter		0	2016-05-28	2016-05-15	2016-05-28	C07					153002	N	019-5298	BL OIC	R	GCPE-HQ
Mann,Carter		0	2016-05-28	2016-05-15	2016-05-28	C08					153002	N	019-5298	BL OIC	R	GCPE-HQ
Mann,Carter		0	2016-05-28	2016-05-15	2016-05-28	C09					153002	N	019-5298	BL OIC	R	GCPE-HQ
Mann,Carter		0	2016-05-28	2016-05-15	2016-05-28	C10					153002	N	019-5298	BL OIC	R	GCPE-HQ
Mann,Carter		0	2016-05-28	2016-05-16	2016-05-28	RHP	Regular Hours Paid	36.22	70.00	2,535.53	153002	N	019-5298	BL OIC	R	GCPE-HQ

NAME	EMPLID	Empl Rcd	Status	Appt Status	EFFDT	Action Date	Last Mod Date	SEQ	ACTION	Reason Code	Reason	Sal Admin Plan	GRADE	STEP	Pay Type	Sal Type	Increment Date	Hrly Rate	Std Hours	COMPRATE
Mann,Carter	s.22	0	A	R	2016-05-07	2016-05-03	2016-05-03	0	STF	EXT	Extension of Assigmt/Appt	VAR	MS1	3	E	S		36.22	35.00	2,535.53
Mann,Carter		0	A	R	2016-05-16	2016-05-12	2016-05-12	0	STF	OIC	Order In Council	MGT	M2	1	E	S		36.22	35.00	2,535.53
Mann,Carter		0	A	R	2016-05-16	2016-06-07	2016-06-07	1	POS	RPT	Reporting Change	MGT	M2	1	E	S		36.22	35.00	2,535.53

Annual Rate	ABBR	Business Unit	DEPTID	DeptID Desc	Job Code	Job Code Desc	Job Function	Position	Position Title	REPORTS_TO	Position Job Code	Base Position	Hire Date	Org Hire Dt	LOCATION	Work City
66,150.20	66,150.20	Office of the Premier	004-0031	PO Executive Branch	023031	Band A	055	00111517	Operations Coordinator	00071346	023031	00111517	2015-11-16	2015-11-16	V8V1T700	Victoria
66,150.20	66,150.20	Advanced Education	019-5298	GCPE-HQ	153002	Business Leadership OIC	05A	00112102	Events Coordinator	00074800	153002	00112102	2015-11-16	2015-11-16	V8W9V110	Victoria
66,150.20	66,150.20	Advanced Education	019-5298	GCPE-HQ	153002	Business Leadership OIC	05A	00112102	Events Coordinator	00074800	153002	00112102	2015-11-16	2015-11-16	V8W9V110	Victoria

Subject**User profile account is locked****Question Reference # 160524-000252**

Assigned: Shailene Parsons

Date Created: 05/24/2016 10:37 AM

Date Last Updated: 05/24/2016 12:33 PM

Status: Solved

Response By Email (Shailene Parsons) (05/24/2016 12:33 PM)

Hello Carter,

The Time and Leave Schedule Request form that was submitted for you by Becky Hamilton is still being processed. Once the form has been completed, your timesheet will be activated and you will be granted the necessary security roles to access Time and Leave after an overnight system refresh.

This will result in a "Time/Leave Employee WorkCentre" link appearing at the bottom of the list in your Employee Dashboard, just below "Donate to the Community Fund."

Note By (Aki Shin) (05/24/2016 11:46 AM)

Hi Shailene, please check Carter's TLAM form has been submitted? Seems he has been rehired on 2016/04/30. Thank you, Aki

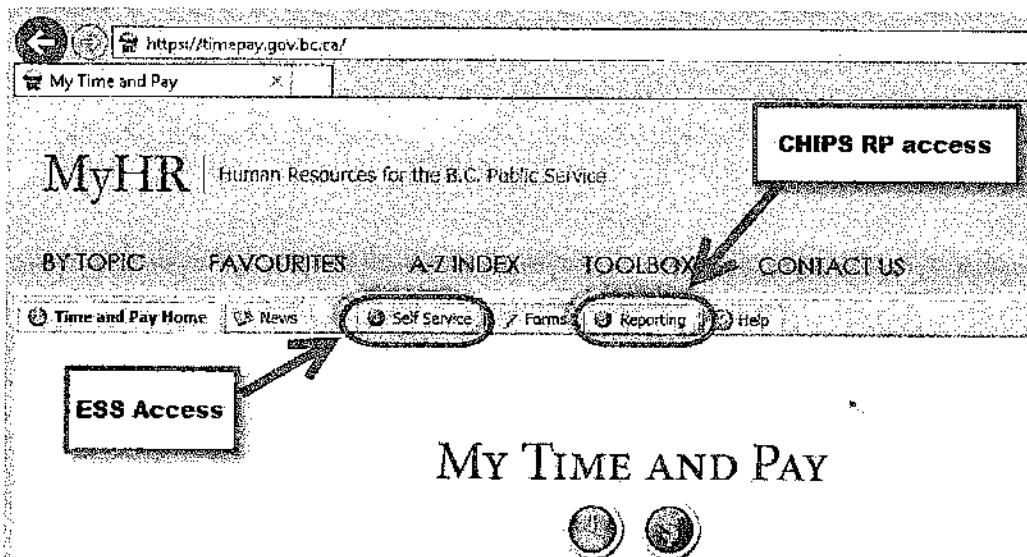
Customer By CSS Email (Carter Mann) (05/24/2016 11:40 AM)

There's nothing in the Self Service tab that allows me to submit anything. All I can do is see my leave balances.

Response By Email (Aki Shin) (05/24/2016 11:16 AM)

Hi Carter,

From your screenshot, I've confirmed your are trying to access the PS Reporting (CHIPS RP) database, which you do not have access, so please use 'Self Service' tab for ESS access after closing all your IE windows.



Thank you,

Aki

Customer By CSS Email (Carter Mann) (05/24/2016 10:55 AM)

First it said I was locked out, now it is showing this:



Response By Email (Aki Shin) (05/24/2016 10:43 AM)

Good morning,

We've confirmed your User Profile is NOT locked, so please close all your Internet Explorer windows and try accessing the ESS.

Please keep in mind that we cannot access ESS, PS Reporting and Learning System at the same time because of authentication conflict, so please sign out properly from each application when switching to the other (click "Sign out" link on top-right corner). Or please close all your Internet Explorer windows if you receive the same error message when it's the first time. If you receive same error more than 3 times in a row, your Profile will be locked.

Thank you,

Aki

Note By (Shailene Parsons) (05/24/2016 10:38 AM)

Hi BP Admin,

Carter Mann - s.22

IDIR CAMANN

Receiving "Your UserID or password are invalid or your User Profile account is locked"

Thank you!

Response By Email (Shailene Parsons) (05/24/2016 10:37 AM)

Hello Carter,

We are pleased to respond to your recent inquiry with the BC Public Service Agency.

You contacted Pay & Benefits Support because you are receiving an error message when trying to launch Employee Self Service that indicates "Your UserID or password are invalid or your User Profile account is locked."

As discussed, I have escalated this access issue for resolution.

Should you wish to speak with us, please call 1-877-277-0772, press option 1 and quote your reference number (160524-000252).

Subject

s.22

MANN, Carter - Confirmation of Appointment**Question Reference # 160520-000630**

Assigned: Dawn-Lynn Phillips

Date Created: 05/20/2016 01:32 PM

Date Last Updated: 05/20/2016 02:16 PM

Status: Solved

Note By (Dawn-Lynn Phillips) (05/20/2016 02:16 PM)

TRIMMED

Customer By (Dawn-Lynn Phillips) (05/20/2016 01:32 PM)

From: Champion, Denise GCPE:EX**Sent:** Thursday, May 19, 2016 1:27 PM**To:** Mann, Carter GCPE:EX**Cc:** Brendeland, Deb GCPE:EX**Subject:** Confirmation of Appointment

Carter,

Further to your offer letter dated May 11, 2016, I am pleased to confirm that your appointment to Government Communications and Public Engagement as an Events Coordinator, was approved and ordered on May 18, 2016 under Order in Council 329/16. As stated in our offer letter, this appointment is subject to a probationary period of 913 hours, which is equivalent to six months of full-time employment.

Please feel free to contact me if you have any questions in this regard. Welcome to GCPE!

Denise

Denise J. Champion

Assistant Deputy Minister

Strategic Initiatives Division

Government Communications & Public Engagement

Phone: 250 953-4685

Fax: 250 387-3534

e-mail: Denise.Champion@gov.bc.ca

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s.22

Page 14 to/à Page 16

Withheld pursuant to/removed as

s.22



E-mail Message

From: Champion, Denise GCPE:EX [SMTP:Denise.Champion@gov.bc.ca]
To: Mann, Carter GCPE:EX [SMTP:Carter.Mann@gov.bc.ca]
Cc: Brendeland, Deb GCPE:EX [SMTP:Deb.Brendeland@gov.bc.ca]
Sent: 2016-05-19 at 1:27 PM
Received: 2016-05-19 at 1:27 PM
Subject: Confirmation of Appointment

Carter,

Further to your offer letter dated May 11, 2016, I am pleased to confirm that your appointment to Government Communications and Public Engagement as an Events Coordinator, was approved and ordered on May 18, 2016 under Order in Council 329/16. As stated in our offer letter, this appointment is subject to a probationary period of 913 hours, which is equivalent to six months of full-time employment.

Please feel free to contact me if you have any questions in this regard. Welcome to GCPE!

Denise
 Denise J. Champion
 Assistant Deputy Minister
 Strategic Initiatives Division
 Government Communications & Public Engagement
 Phone: 250 953-4685 
 Fax: 250 387-3534 
 e-mail: HYPERLINK "mailto:Denise.Champion@gov.bc.ca" Denise.Champion@gov.bc.ca

E-mail Message

From: Leamy, Michelle T PREM:EX [SMTP:Michelle.Leamy@gov.bc.ca]
To: Phillips, Dawn-Lynn PSA:EX [SMTP:Dawn-Lynn.Phillips@gov.bc.ca]
Cc:
Sent: 2016-05-03 at 7:03 AM
Received: 2016-05-03 at 7:03 AM
Subject: Staff Changes

Hi Dawn-Lynn:

Please be advised that Carter Mann has been reappointed Operations Coordinator in the Premier's Office for a term ending May 31, 2016. His remuneration continues at Step 3.

Thanks.

m



May 11, 2016

Carter Mann
Suite 740 - 999 Canada Place
Vancouver, BC V6C 3E1

Via email: Carter.Mann@gov.bc.ca

Dear Carter:

**Re: Events Coordinator
Business Leadership Role
Position #00112102 ; Pay list # 019-5298
Corporate Planning and Events
Government Communications and Public Engagement, Vancouver**

On behalf of Government Communications and Public Engagement, I am pleased to offer you a regular Order-in-Council appointment as an Events Coordinator assigned to Corporate Planning and Events. This appointment will be effective May 16, 2016, and is subject to confirmation by the Lieutenant Governor in Council. Your salary upon appointment is \$66,150.20 annually (or \$2,535.53 bi-weekly), which is approximately 84% of the salary range established for this position. Your supervisor will be Deb Brendeland, Director, Event Services.

Consistent with normal practice, you will be subject to a probationary period of 913 working hours, which is equivalent to six months of full-time employment. At the end of that time, if your performance has been satisfactory, your appointment will be confirmed.

As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. This offer of employment is subject to a satisfactory outcome of this criminal record check.

Following your formal acceptance of this offer, you will receive an email with a link to the terms and conditions of employment equivalent to those established for Category A appointments. The email will also contain details regarding start-up paperwork, where to report on your first day of work, and other important information.

In accordance with the Public Service Act, you will be required to swear or affirm an oath of employment. If you are currently employed by the BC public service and have already taken an oath, please advise Becky Hamilton or Linda Reed, Human Resources Coordinator, at 250 387-1420.

Government Communications and
Public Engagement

Mailing Address:
PO Box 9409 Stn Prov Govt
Victoria BC V8W 9V1

Location Address:
4th Floor, 617 Government Street
General Enquiries: 250 387-1337

Acceptance of this offer confirms your agreement to comply with the Standards of Conduct for Public Service Employees, a copy of which has been included with this letter. A copy of "Your Benefits Package" is also attached to provide you with a summary of the benefit plans available to eligible employees.

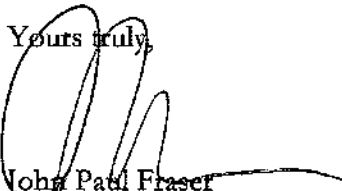
As an OIC appointee, you may have the choice of opting out of the Public Service Pension Plan, if eligible. You are automatically enrolled unless you complete a Waiver of Pension Coverage form within 30 days of the date of this appointment. Copies of this waiver may be obtained through Becky Hamilton or Linda Reed.

To indicate your acceptance of this appointment and agreement with the terms outlined in this letter, I ask that you sign in the appropriate space provided, include all requested information, and return this letter to Government Communications and Public Engagement via email to CommCareers@gov.bc.ca, no later than 4:00 p.m. on Thursday, May 12, 2016.

Failure to respond within the designated time frame will be considered a decline of the offer.

I wish you success in your new position. If you have any questions, please contact Denise Champion at 250 953-4685.

Yours truly,


John Paul Fraser
Deputy Minister

pc: Deb Brendeland, Director, Event Services
Denise Champion, ADM, Strategic Initiatives Division
Dawn-Lynn Phillips, HR Services Representative, BC Public Service Agency

☒ I accept this offer and understand all the terms and conditions of this appointment, pending approval by the Lieutenant Governor in Council.


Carter Mann

5/11/16
Date

Employee Number (if previous/current BC Government Employee): _____

Date of Birth (Year/Month/Day): ^{s.22} _____

Social Insurance Number: ^{s.22} _____

☐ I decline this offer.

Carter Mann

Date

Information and Communications Technology (ICT) Agreement

Information Management and Information Technology Management

I, CARTER MANN, have received
a copy of the Standards of Conduct and Chapter 12, Core Policy and
Procedures Manual and understand my responsibilities regarding the
appropriate use of government information and communications
technology.



Employee Signature

5/16/16

Date

Pc: BCPSA HR Client Services for Employee Personnel File

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 273 , Approved and Ordered May 02, 2016


Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that

- (a) Carter Mann is appointed to the position of Operations Coordinator in the Office of the Premier for a term ending May 31, 2016, and
- (b) Carter Mann is to be paid as an Operations Coordinator, within the salary range set up in the Salary Range Order, Order in Council 588/2006, beginning at step 3 of that salary range, with the terms and conditions of employment equivalent to those established for category C appointments in Order in Council 806/89.


Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Public Service Act, R.S.B.C. 1996, c. 385, s. 15

Other: _____

May 2, 2016

page 1 of 1

O/371/2016/33

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 329 , Approved and Ordered May 18, 2016


Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that the Schedule to the General Appointment Order, 2006, Order in Council 656/2006, is amended by adding the following appointments:

Column 1 Name	Column 2 Appointment	Column 3 Role	Column 4 Terms & Conditions
James MacKenzie	Public Affairs Officer Government Communications and Public Engagement Ministry of Advanced Education	Applied Leadership	Category A
Carter Mann	Events Coordinator Government Communications and Public Engagement Ministry of Advanced Education	Business Leadership	Category A
Meaghan Thorkelson	Executive Coordinator Government Communications and Public Engagement Ministry of Advanced Education	Applied Leadership	Category A



Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Public Service Act, R.S.B.C. 1996, c. 385, s. 15

Other: OIC 656/2006

May 17, 2016

page 1 of 1

O/451/2016/33

Page 24 to/à Page 25

Withheld pursuant to/removed as

s.22

Standard of Conduct Acknowledgement

The **Standards of Conduct Policy** for BC Public Service employees
can be read online and downloaded in printable format.

The objectives of this policy are to describe the standards of conduct expected
of employees and to define employer and employee responsibilities related to them.

Some of the principles described in the policy statement are reflected in the
Oath of Employment taken by all employees upon entering the Public Service.

Public Service employees who breach the Standards of Conduct may be subject
to disciplinary action up to and including dismissal.

Please ensure you read the policy and adhere to its principles and procedures,
noting especially the accountabilities of employees.

Sign the statement at the bottom of this page and return it to your supervisor to submit via an
AskMyHR Online Service Request within ten working days. When submitting this form, select the
Supervising and Leading People > Access to Personnel Files service type. Retain the attached policy for
your records.

I hereby acknowledge that I have received a copy of the policy on Standards of Conduct
and that I have read and understood this policy.



Signature

CARTER MANN

Name

5/12/16

Date

E-mail Message

From: [Leamy, Michelle T PREM:EX \[SMTP:Michelle.Leamy@gov.bc.ca\]](mailto:Michelle.Leamy@gov.bc.ca)
To: [Phillips, Dawn-Lynn PSA:EX \[SMTP:Dawn-Lynn.Phillips@gov.bc.ca\]](mailto:Dawn-Lynn.Phillips@gov.bc.ca)
Cc:
Sent: 2016-05-19 at 12:32 PM
Received: 2016-05-19 at 12:32 PM
Subject: Staff Changes

Hi Dawn-Lynn:

Please be advised that Shane Mills is being appointed Director of Issues Management effective Tuesday, May 24, 2016. His remuneration will begin at Step 9.

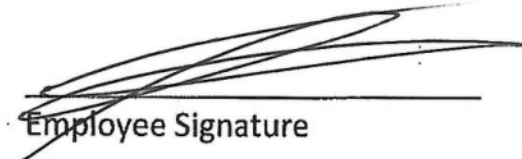
Thanks.

m

Information and Communications Technology (ICT) Agreement

**Information Management and Information
Technology Management**

I, Shane Mills, have received a copy of the Standards of Conduct and the Policy Directive dated March 21, 2014 entitled 'Appropriate Use of Government Information and Information Technology Resources' and understand my responsibilities regarding the appropriate use of government information and communications technology.


Employee Signature

May 24/16
Date

pc: BCPSA HR Client Services for Employee Personnel File

Public Service Act
POLITICAL STAFF OATH REGULATION

Definition

- 1 In this regulation, "**political staff member**" means a person described in the Schedule to the Standards of Conduct for Political Staff Regulation

Form of oath

- 2 The prescribed form of oath for a political staff member for purposes of section 21 of the Public Service Act is as follows:

As an appointee under section 15(1) (a) of the *Public Service Act*, I, Shane Mills, [appointee name] do solemnly swear/affirm [circle one] that I will

- 1 loyally serve the people of British Columbia through their democratically elected government,
- 2 honour and faithfully abide by the Standards of Conduct for Political Staff, and
- 3 to the best of my ability,
- (a) act with integrity, putting the interests of the public and the public service above my own personal interest and avoiding all conflicts of interest, whether real or perceived,
- (b) safeguard confidential information, not divulging it unless I am either authorized to do so or required to do so by law,
- (c) conduct myself honestly and ethically, in a manner that maintains and enhances the public's trust and confidence in the Province of British Columbia and does not bring it into disrepute.

Sworn/Affirmed [circle one] by me, at Victoria, this 24th day of May, 2016.

Muhalla Daciny
Person administering Oath or Affirmation

[Signature]
Person giving Oath or Affirmation

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 340, Approved and Ordered May 24, 2016


Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that the Schedule to Order in Council 253/2013 is amended by adding the following appointment:

Column 1 Person	Column 2 Position	Column 3 Premier/Minister	Column 4 Remuneration
MILLS, Shane	Director of Issues Management	Premier	Beginning at Step 9



Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Public Service Act, R.S.B.C. 1996, c. 385, s. 15

Other: OIC 253/2013

May 19, 2016

Page 1 of 1

O/461/2016/33



Standards of Conduct for Political Staff Acknowledgement

The **Standards of Conduct for Political Staff** can be found [online](#) and downloaded in printable format.

The objectives of this policy are to describe the standards of conduct expected of political staff and to define employer and staff responsibilities related to them. Some of the principles described in the policy are reflected in the Political Staff Oath taken by all political staff.

Staff who breach the Standards of Conduct for Political Staff may be subject to disciplinary action up to and including dismissal.

Please ensure you read the policy and adhere to its principles and procedures, noting especially the accountabilities of political staff. **Sign the statement at the bottom of this page and return it to the employer within ten working days.** Retain the attached policy for your records.

I hereby acknowledge that I have received a copy of the Standards of Conduct for Political Staff and that I have read and understood this policy.

SIGNATURE

NAME

DATE

Subject

s.22

MILLS, Shane - Order in Council**Question Reference # 160519-000959**

Assigned: Karen Luzney

Date Created: 05/19/2016 05:26 PM

Date Last Updated: 05/20/2016 07:33 AM

Status: Solved

Response By Email (Karen Luzney) (05/20/2016 07:33 AM)

Hello Dawn-Lynn,

We believe your request to process the appointment for Shane Mills, employee ID s.22 s now complete.

If you identify any outstanding issues please let us know by responding to this email. This will automatically re-open your request. It helps us to serve you better if you quote your reference number (160519-000959) in the response.

To track, update or review your service requests and history, visit AskMyHR at www.gov.bc.ca/myhr/contact. Please note that AskMyHR has been set-up to replace MyHR@gov.bc.ca. You can also update your service request by replying to this e-mail.

Should you wish to speak with us, please call 1-877-277-0772, press option 2 and quote your reference number (160519-000959).

Thank you.

Karen Luzney
HR Admin Coordinator

Note By (Dawn-Lynn Phillips) (05/19/2016 05:26 PM)

Attn HR Admin Tech - Order in Council into position 00077894
effective 24MAY16. Salary starts at Step 9. Thanks.....dl

Customer By (Dawn-Lynn Phillips) (05/19/2016 05:26 PM)

From: Leamy, Michelle T PREM:EX
Sent: Thursday, May 19, 2016 12:32 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Staff Changes

Hi Dawn-Lynn:

Please be advised that Shane Mills is being appointed Director of Issues Management effective Tuesday, May 24, 2016. His remuneration will begin at Step 9.

Thanks.

m

Page 33 to/à Page 35

Withheld pursuant to/removed as

s.22

Subject

s.22

MANN, Carter - Confirmation of Appointment**Question Reference # 160520-000630**

Assigned: Dawn-Lynn Phillips

Date Created: 05/20/2016 01:32 PM

Date Last Updated: 05/20/2016 02:16 PM

Status: Solved

Note By (Dawn-Lynn Phillips) (05/20/2016 02:16 PM)

TRIMMED

Customer By (Dawn-Lynn Phillips) (05/20/2016 01:32 PM)

From: Champion, Denise GCPE:EX**Sent:** Thursday, May 19, 2016 1:27 PM**To:** Mann, Carter GCPE:EX**Cc:** Brendeland, Deb GCPE:EX**Subject:** Confirmation of Appointment

Carter,

Further to your offer letter dated May 11, 2016, I am pleased to confirm that your appointment to Government Communications and Public Engagement as an Events Coordinator, was approved and ordered on May 18, 2016 under Order in Council 329/16. As stated in our offer letter, this appointment is subject to a probationary period of 913 hours, which is equivalent to six months of full-time employment.

Please feel free to contact me if you have any questions in this regard. Welcome to GCPE!

Denise

Denise J. Champion

Assistant Deputy Minister

Strategic Initiatives Division

Government Communications & Public Engagement

Phone: 250 953-4685

Fax: 250 387-3534

e-mail: Denise.Champion@gov.bc.ca

Subject

s.22

MANN, Carter - Order in Council**Question Reference # 160511-000884**

Assigned: Marlo Eveleigh

Date Created: 05/11/2016 03:47 PM

Date Last Updated: 05/12/2016 10:44 AM

Status: Solved

Response By Email (Marlo Eveleigh) (05/12/2016 10:44 AM)

Hi Dawn-Lynn,

I have processed Carter Mann's OIC appointment, effective May 16/16, in PeopleSoft, a per your request.

Thank you,

Marlo Eveleigh

Senior HR Admin Coordinator

Note By (Dawn-Lynn Phillips) (05/11/2016 03:47 PM)

Attn HR Admin Tech - Order in Council into position 00112102

effective 16MAY16. Salary remains the same. Thanks.....dl

Customer By (Dawn-Lynn Phillips) (05/11/2016 03:47 PM)**From:** Fisk, Nico GCPE:EX**Sent:** Wednesday, May 11, 2016 3:11 PM**To:** Phillips, Dawn-Lynn PSA:EX**Cc:** Brendeland, Deb GCPE:EX; Champion, Denise GCPE:EX; Heron, Janelle GCPE:EX; Taekema, Jack

GCPE:EX; Stewart, Dawn M GCPE:EX; Hamilton, Becky GCPE:EX; Reed, Linda GCPE:EX; GCPE HR GCPE:EX

Subject: Acceptance Letter for Carter Mann

Good Afternoon,

Please note the following signed Acceptance Letter from **Carter Mann** for your information and further action as required.

Thank you,

Nico Fisk

Staffing and Development Officer, Human Resources

Government Communications and Public Engagement

Phone: (250) 893-7682 | Email: Nico.Fisk@gov.bc.ca

Subject

s.22

MANN, Carter - Extension to Order in Council (Term-Limited)**Question Reference # 160503-000228**

Assigned: Karen Saunders

Date Created: 05/03/2016 09:50 AM

Date Last Updated: 05/03/2016 02:52 PM

Status: Solved

Response By Email (Karen Saunders) (05/03/2016 02:52 PM)

Hello Dawn-Lynn,

Further to our conversation, I did some more research ... we have instructions that if a Term-Limited appointment is extended, we enter an extension row. Since there doesn't seem to be a new "start date", this would be an OIC extension.

Re: Carter Mann (ee 158173)

- OIC extension May 7 to May 31, 2016

We believe your request is now complete.

If you identify any outstanding issues please let us know by responding to this email. This will automatically re-open your request. It helps us to serve you better if you quote your reference number (160503-000228) in the response.

To track, update or review your service requests and history, visit AskMyHR at www.gov.bc.ca/myhr/contact. Please note that AskMyHR has been set-up to replace MyHR@gov.bc.ca. You can also update your service request by replying to this e-mail.

Should you wish to speak with us, please call 1-877-277-0772, press option 2 and quote your reference number (160503-000228).

Thank you.

Karen Saunders

HR Admin Coordinator

BC Public Service Agency together with TELUS Sourcing Solutions

Note By (Dawn-Lynn Phillips) (05/03/2016 09:50 AM)

Attn HR Admin Techs - please see note below - Carter Mann has been reappointed to the Operations Coordinator position (00111517), which is now ending on 31MAY16, he continues at Step 3.

Thanks.....dl

Customer By (Dawn-Lynn Phillips) (05/03/2016 09:50 AM)

From: Leamy, Michelle T PREM:EX
Sent: Tuesday, May 3, 2016 7:04 AM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Staff Changes

Hi Dawn-Lynn:

Please be advised that Carter Mann has been reappointed Operations Coordinator in the Premier's Office for a term ending May 31, 2016. His remuneration continues at Step 3.

Thanks.

m



May 11, 2016

Carter Mann
Suite 740 - 999 Canada Place
Vancouver, BC V6C 3E1

Via email: Carter.Mann@gov.bc.ca

Dear Carter:

**Re: Events Coordinator
Business Leadership Role
Position #00112102 ; Pay list # 019-5298
Corporate Planning and Events
Government Communications and Public Engagement, Vancouver**

On behalf of Government Communications and Public Engagement, I am pleased to offer you a regular Order-in-Council appointment as an Events Coordinator assigned to Corporate Planning and Events. This appointment will be effective May 16, 2016, and is subject to confirmation by the Lieutenant Governor in Council. Your salary upon appointment is \$66,150.20 annually (or \$2,535.53 bi-weekly), which is approximately 84% of the salary range established for this position. Your supervisor will be Deb Brendeland, Director, Event Services.

Consistent with normal practice, you will be subject to a probationary period of 913 working hours, which is equivalent to six months of full-time employment. At the end of that time, if your performance has been satisfactory, your appointment will be confirmed.

As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. This offer of employment is subject to a satisfactory outcome of this criminal record check.

Following your formal acceptance of this offer, you will receive an email with a link to the terms and conditions of employment equivalent to those established for Category A appointments. The email will also contain details regarding start-up paperwork, where to report on your first day of work, and other important information.

In accordance with the Public Service Act, you will be required to swear or affirm an oath of employment. If you are currently employed by the BC public service and have already taken an oath, please advise Becky Hamilton or Linda Reed, Human Resources Coordinator, at 250 387-1420.

Government Communications and
Public Engagement

Mailing Address:
PO Box 9409 Stn Prov Govt
Victoria BC V8W 9V1

Location Address:
4th Floor, 617 Government Street
General Enquiries: 250 387-1337

Acceptance of this offer confirms your agreement to comply with the Standards of Conduct for Public Service Employees, a copy of which has been included with this letter. A copy of "Your Benefits Package" is also attached to provide you with a summary of the benefit plans available to eligible employees.

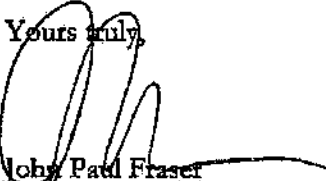
As an OIC appointee, you may have the choice of opting out of the Public Service Pension Plan, if eligible. You are automatically enrolled unless you complete a Waiver of Pension Coverage form within 30 days of the date of this appointment. Copies of this waiver may be obtained through Becky Hamilton or Linda Reed.

To indicate your acceptance of this appointment and agreement with the terms outlined in this letter, I ask that you sign in the appropriate space provided, include all requested information, and return this letter to Government Communications and Public Engagement via email to CommCareers@gov.bc.ca, no later than 4:00 p.m. on Thursday, May 12, 2016.

Failure to respond within the designated time frame will be considered a decline of the offer.

I wish you success in your new position. If you have any questions, please contact Denise Champion at 250 953-4685.

Yours truly,


John Paul Fraser
Deputy Minister

pc: Deb Brendeland, Director, Event Services
Denise Champion, ADM, Strategic Initiatives Division
Dawn-Lynn Phillips, HR Services Representative, BC Public Service Agency

☒ I accept this offer and understand all the terms and conditions of this appointment, pending approval by the Lieutenant Governor in Council.


Carter Mann

5/11/16
Date

Employee Number (if previous/current BC Government Employee): _____
Date of Birth (Year/Month/Day): ^{s.22} _____
Social Insurance Number: ^{s.22} _____

☐ I decline this offer.

Carter Mann

Date

Subject**URGENT: Extension Mann, Carter ee#^{s.22}****Question Reference # 160429-000778**

Assigned: Karen Luzney

Date Created: 04/29/2016 03:12 PM

Date Last Updated: 05/03/2016 07:43 AM

Status: Solved

Response By Email (Karen Luzney) (05/03/2016 07:41 AM)

If you wish to update your ticket, please reply to this email.

Karen Luzney
HR Admin Coordinator
BC Public Service Agency together with TELUS Sourcing Solutions Inc.

Response By Email (Karen Luzney) (05/03/2016 07:38 AM)

Hello Colleen,

We believe your request to extend the OIC for Carter Mann is now complete.

If you identify any outstanding issues please let us know by responding to this email. This will automatically re-open your request. It helps us to serve you better if you quote your reference number (160429-000778) in the response.

To track, update or review your service requests and history, visit AskMyHR at www.gov.bc.ca/myhr/contact. Please note that AskMyHR has been set-up to replace MyHR@gov.bc.ca. You can also update your service request by replying to this e-mail.

Should you wish to speak with us, please call 1-877-277-0772, press option 2 and quote your reference number (160429-000778).

Thank you.

Karen Luzney
HR Admin Coordinator
BC Public Service Agency together with TELUS Sourcing Solutions Inc.

Note By (Marlo Eveleigh) (05/02/2016 07:37 AM)

Good morning Karen,

May I please ask you to process this request tomorrow morning and then request and off cycle for Friday's pay.

Many thanks,

Marlo

Note By (Colleen Minifie) (04/29/2016 03:24 PM)

In addition to below:

I have sent a SR to benefits to ensure benefits are not turned off
160429-000806

Note By (Colleen Minifie) (04/29/2016 03:12 PM)

Hi there,

Can we get this employee extended asap

We cant have his benefits turned off

Thank you

Note By (Colleen Minifie) (04/29/2016 03:12 PM)

Hi Colleen:

As discussed, can you please extend Carter's appointment from April 30 to May 7th.

Thanks.

m

Page 44 to/à Page 59

Withheld pursuant to/removed as

s.22

FOI by Employee

115

Pay Period End	Dept ID	Name	ID	Category	Std Hrs/Wk	Hrly Rate	Comp Rate	Off Cycle	Code	Description	Hours	Amount	Type of Trans
2016-05-14	019-5298	Koolsbergen,Nick	s.22	R	35.00	67.513234	4725.926400	N	s.22				
2016-05-14	019-5298	Koolsbergen,Nick		R	35.00	67.513234	4725.926400	N					
2016-05-14	019-5298	Koolsbergen,Nick		R	35.00	67.513234	4725.926400	N					
2016-05-14	019-5298	Koolsbergen,Nick		R	35.00	67.513234	4725.926400	N					
2016-05-14	019-5298	Koolsbergen,Nick		R	35.00	67.513234	4725.926400	N	RHP	Regular Hours Paid	70.00	4725.93	EARNINGS
2016-05-14	019-5298	Koolsbergen,Nick		R	35.00	67.513234	4725.926400	N	s.22				
2016-05-14	019-5298	Koolsbergen,Nick		R	35.00	67.513234	4725.926400	N					
2016-05-14	019-5298	Koolsbergen,Nick		R	35.00	67.513234	4725.926400	N		NET PAY	0.00	2951.14	CHEQUE
2016-05-28	019-5298	Koolsbergen,Nick		R	35.00	67.513234	4725.926400	N	s.22				
2016-05-28	019-5298	Koolsbergen,Nick		R	35.00	67.513234	4725.926400	N					
2016-05-28	019-5298	Koolsbergen,Nick		R	35.00	67.513234	4725.926400	N					
2016-05-28	019-5298	Koolsbergen,Nick		R	35.00	67.513234	4725.926400	N					
2016-05-28	019-5298	Koolsbergen,Nick		R	35.00	67.513234	4725.926400	N					
2016-05-28	019-5298	Koolsbergen,Nick		R	35.00	67.513234	4725.926400	N					
2016-05-28	019-5298	Koolsbergen,Nick		R	35.00	67.513234	4725.926400	N	RHP	Regular Hours Paid	0.00	0.00	EARNINGS
2016-05-28	019-5298	Koolsbergen,Nick		R	35.00	67.513234	4725.926400	N	RHP	Regular Hours Paid	35.00	2362.96	EARNINGS
2016-05-28	019-5298	Koolsbergen,Nick		R	35.00	67.513234	4725.926400	N	s.22				
2016-05-28	019-5298	Koolsbergen,Nick		R	35.00	67.513234	4725.926400	N					
2016-05-28	019-5298	Koolsbergen,Nick		R	35.00	67.513234	4725.926400	N					
2016-05-28	019-5298	Koolsbergen,Nick		R	35.00	67.513234	4725.926400	N		NET PAY	0.00	2896.84	CHEQUE

Page 61 to/à Page 67

Withheld pursuant to/removed as

s.22

From: MYHR PSA:EX
Sent: Thursday, June 9, 2016 2:51 PM
To: Irina Volik
Subject: FWD: s.22 MANN, Carter - Extension to Order in Council (Term-Limited)

Forwarded By: Irina Volik - Irina.Volik@Telus.com

Subject

s.22 **MANN, Carter - Extension to Order in Council (Term-Limited)**

Question Reference # 160503-000228

Assigned: Karen Saunders
Date Created: 05/03/2016 09:50 AM
Date Last Updated: 05/03/2016 02:52 PM
Status: Solved

Response By Email (Karen Saunders) (05/03/2016 02:52 PM)

Hello Dawn-Lynn,

Further to our conversation, I did some more research ... we have instructions that if a Term-Limited appointment is extended, we enter an extension row. Since there doesn't seem to be a new "start date", this would be an OIC extension.

Re: Carter Mann (ee^{s.22})

- OIC extension May 7 to May 31, 2016

We believe your request is now complete.

If you identify any outstanding issues please let us know by responding to this email. This will automatically re-open your request. It helps us to serve you better if you quote your reference number (160503-000228) in the response.

To track, update or review your service requests and history, visit AskMyHR at www.gov.bc.ca/myhr/contact. Please note that AskMyHR has been set-up to replace MyHR@gov.bc.ca. You can also update your service request by replying to this e-mail.

Should you wish to speak with us, please call 1-877-277-0772, press option 2 and quote your reference number (160503-000228).

Thank you.

Karen Saunders

HR Admin Coordinator

BC Public Service Agency together with TELUS Sourcing Solutions

Note By (Dawn-Lynn Phillips) (05/03/2016 09:50 AM)

Attn HR Admin Techs - please see note below - Carter Mann has been reappointed to the Operations Coordinator position (00111517), which is now ending on 31MAY16, he continues at Step 3. Thanks.....dl

Customer By (Dawn-Lynn Phillips) (05/03/2016 09:50 AM)

From: Leamy, Michelle T PREM:EX

Sent: Tuesday, May 3, 2016 7:04 AM

To: Phillips, Dawn-Lynn PSA:EX

Subject: Staff Changes

Hi Dawn-Lynn:

Please be advised that Carter Mann has been reappointed Operations Coordinator in the Premier's Office for a term ending May 31, 2016. His remuneration continues at Step 3.

Thanks.

m

Chalifour, Adrian FIN:EX

From: MYHR PSA:EX
Sent: Thursday, June 9, 2016 2:52 PM
To: Irina Volik
Subject: FWD: s.22 - MANN, Carter - Order in Council
Attachments: MANN, Carter - OIC Regular Offer Letter_ Accepted.pdf

Forwarded By: Irina Volik - Irina.Volik@Telus.com

Subject

s.22 - **MANN, Carter - Order in Council**

Question Reference # 160511-000884

Assigned: Marlo Eveleigh
Date Created: 05/11/2016 03:47 PM
Date Last Updated: 05/12/2016 10:44 AM
Status: Solved

Response By Email (Marlo Eveleigh) (05/12/2016 10:44 AM)

Hi Dawn-Lynn,

I have processed Carter Mann's OIC appointment, effective May 16/16, in PeopleSoft, as per your request.

Thank you,

Marlo Eveleigh
Senior HR Admin Coordinator

Note By (Dawn-Lynn Phillips) (05/11/2016 03:47 PM)

Attn HR Admin Tech - Order in Council into position 00112102 effective 16MAY16. Salary remains the same. Thanks.....dl

Customer By (Dawn-Lynn Phillips) (05/11/2016 03:47 PM)

From: Fisk, Nico GCPE:EX
Sent: Wednesday, May 11, 2016 3:11 PM
To: Phillips, Dawn-Lynn PSA:EX
Cc: Brendeland, Deb GCPE:EX; Champion, Denise GCPE:EX; Heron, Janelle GCPE:EX; Taekema, Jack GCPE:EX; Stewart, Dawn M GCPE:EX; Hamilton, Becky GCPE:EX; Reed, Linda GCPE:EX; GCPE HR GCPE:EX
Subject: Acceptance Letter for Carter Mann
Good Afternoon,
Please note the following signed Acceptance Letter from **Carter Mann** for your information and further action as required.
Thank you,

Nico Fisk

Staffing and Development Officer, Human Resources
Government Communications and Public Engagement

Phone: (250) 893-7682 | **Email:** Nico.Fisk@gov.bc.ca

Chalifour, Adrian FIN:EX

From: MYHR PSA:EX
Sent: Thursday, June 9, 2016 2:50 PM
To: Irina Volik
Subject: FWD: URGENT: Extension Mann, Carter s.22

Forwarded By: Irina Volik - Irina.Volik@Telus.com

Subject

URGENT: Extension Mann, Carter s.22

Question Reference # 160429-000778

Assigned: Karen Luzney
Date Created: 04/29/2016 03:12 PM
Date Last Updated: 05/03/2016 07:43 AM
Status: Solved

Response By Email (Karen Luzney) (05/03/2016 07:41 AM)

If you wish to update your ticket, please reply to this email.

Karen Luzney
HR Admin Coordinator
BC Public Service Agency together with TELUS Sourcing Solutions Inc.

Response By Email (Karen Luzney) (05/03/2016 07:38 AM)

Hello Colleen,

We believe your request to extend the OIC for Carter Mann is now complete. If you identify any outstanding issues please let us know by responding to this email. This will automatically re-open your request. It helps us to serve you better if you quote your reference number (160429-000778) in the response.

To track, update or review your service requests and history, visit AskMyHR at www.gov.bc.ca/myhr/contact. Please note that AskMyHR has been set-up to replace MyHR@gov.bc.ca. **You can also update your service request by replying to this e-mail.**

Should you wish to speak with us, please call 1-877-277-0772, press option 2 and quote your reference number (160429-000778).

Thank you.

Karen Luzney
HR Admin Coordinator

BC Public Service Agency together with TELUS Sourcing Solutions Inc.

Note By (Marlo Eveleigh) (05/02/2016 07:37 AM)

Good morning Karen,
May I please ask you to process this request tomorrow morning and then request and off cycle for Friday's pay.
Many thanks,
Marlo

Note By (Colleen Minifie) (04/29/2016 03:24 PM)

In addition to below:
I have sent a SR to benefits to ensure benefits are not turned off
160429-000806

Note By (Colleen Minifie) (04/29/2016 03:12 PM)

Hi there,
Can we get this employee extended asap
We cant have his benefits turned off
Thank you

Note By (Colleen Minifie) (04/29/2016 03:12 PM)

Hi Colleen:
As discussed, can you please extend Carter's appointment from April 30 to May 7th.
Thanks.
m

Chalifour, Adrian FIN:EX

From: MYHR PSA:EX
Sent: Thursday, June 9, 2016 3:08 PM
To: Irina Volik
Subject: FWD: s.22 - MILLS, Shane - Order in Council

Forwarded By: Irina Volik - Irina.Volik@Telus.com

Subject

s.22

MILLS, Shane - Order in Council

Question Reference # 160519-000959

Assigned: Karen Luzney
Date Created: 05/19/2016 05:26 PM
Date Last Updated: 05/20/2016 07:33 AM
Status: Solved

Response By Email (Karen Luzney) (05/20/2016 07:33 AM)

Hello Dawn-Lynn,

We believe your request **to process the appointment for Shane Mills, employee ID s.22** is now complete.

If you identify any outstanding issues please let us know by responding to this email. This will automatically re-open your request. It helps us to serve you better if you quote your reference number (160519-000959) in the response.

To track, update or review your service requests and history, visit AskMyHR at www.gov.bc.ca/myhr/contact. Please note that AskMyHR has been set-up to replace MyHR@gov.bc.ca. **You can also update your service request by replying to this e-mail.**

Should you wish to speak with us, please call 1-877-277-0772, press option 2 and quote your reference number (160519-000959).

Thank you.
Karen Luzney
HR Admin Coordinator

Note By (Dawn-Lynn Phillips) (05/19/2016 05:26 PM)

Attn HR Admin Tech - Order in Council into position 00077894 effective 24MAY16. Salary starts at Step 9. Thanks.....dl

Customer By (Dawn-Lynn Phillips) (05/19/2016 05:26 PM)

From: Leamy, Michelle T PREM:EX

Sent:Thursday, May 19, 2016 12:32 PM

To:Phillips, Dawn-Lynn PSA:EX

Subject:Staff Changes

Hi Dawn-Lynn:

Please be advised that Shane Mills is being appointed Director of Issues Management effective Tuesday, May 24, 2016. His remuneration will begin at Step 9.

Thanks.

m

Page 76 to/à Page 82

Withheld pursuant to/removed as

s.22

Rehire

EMPLOYEE INFORMATION			
EMPLOYEE NAME:	MILLS, Shane		Regular
EMPLOYEE ID:	s.22	EFFECTIVE DATE:	2016-05-24
Dept ID:	004-0031	(YYYY-MM-DD)	Full Time
STANDARD WEEKLY HOURS:	35	BEN PGM:	MGF
BASE RATE OF PAY:	\$4,791.24	LEAVE SERVICE DT:	2016
ADD TO BASE PAY:	\$0.00	Prior Term <30 days	Choose One
			Exempt

ADDS TO PAY	Notes
-	s.22
<input type="checkbox"/> -	was full-time "R" OIC
<input type="checkbox"/> -	
<input type="checkbox"/> Other as indicated in EDA, unless 1.88	
GENERAL DEDUCTIONS	
-	
<input type="checkbox"/> -	
<input type="checkbox"/> -	
<input type="checkbox"/> Other, as indicated in EDA	
STIP STAGE DATES	
Enter	

s.22

FIRST PAYCHEQUE
<input type="checkbox"/> -
<input type="checkbox"/> Off-cycle
<input checked="" type="checkbox"/> Current
RECONCILE
<input checked="" type="checkbox"/> Reconcile Calced pay next day for Adds to Pay
<input type="checkbox"/> Ensure Vacation bank correct after Confirm

Processed by: Cathy Petch
Date: 2016-05-27

Page 84

Withheld pursuant to/removed as

s.22

FOI by Employee	2111												
Pay Period End	Dept ID	Name	ID	Category	Stnd Hrs/Wk	Hrly Rate	Comp Rate	Off Cycle	Code	Description	Hours	Amount	Type of Trans
05/28/2016	004-0031	Mills,Shane	s.22	R	35.00	68.446286	4791.240000	N	s.22				
05/28/2016	004-0031	Mills,Shane		R	35.00	68.446286	4791.240000	N					
05/28/2016	004-0031	Mills,Shane		R	35.00	68.446286	4791.240000	N					
05/28/2016	004-0031	Mills,Shane		R	35.00	68.446286	4791.240000	N					
05/28/2016	004-0031	Mills,Shane		R	35.00	68.446286	4791.240000	N	RHP	Regular Hours Paid	28.00	1916.50	EARNINGS
05/28/2016	004-0031	Mills,Shane		R	35.00	68.446286	4791.240000	N	s.22				
05/28/2016	004-0031	Mills,Shane		R	35.00	68.446286	4791.240000	N					
05/28/2016	004-0031	Mills,Shane		R	35.00	68.446286	4791.240000	N		NET PAY	0.00	1385.05	CHEQUE

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Withheld pursuant to/removed as

s.22