

**Subject****GCPE OIC - 013 - HAMILTON, Kirsten - 20JAN17****Question Reference # 170123-000517**

Assigned: Shaylene Hebert

Date Created: 01/23/2017 11:49 AM

Date Last Updated: 01/24/2017 08:21 AM

Status: Solved

**Note By (Jonathan Stedman) (01/24/2017 08:07 AM)****Document filed.****Note By (Shaylene Hebert) (01/23/2017 11:49 AM)**

Hi records! Please see attached for filing for Kristen Hamilton . Do not send for data entry. Please send back to me once done! Thanks.

**Customer By Phone (Shaylene Hebert) (01/23/2017 11:49 AM)****From:** Phillips, Dawn-Lynn PSA:EX**Sent:** Monday, January 23, 2017 10:07 AM**To:** Hebert, Shaylene PSA:EX**Subject:** FW: OIC - 013 - HAMILTON, Kirsten - 20JAN17

Hi Shaylene – this is for GCPE. Thank you.....d

**Dawn-Lynn Phillips, HR Executive Support Services Advisor**Executive Recruitment and Executive Support Services | BC Public Service Agency  
Suite 500, 1011 – 4th Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570**Where ideas work****From:** Dardengo, Doris JAG:EX**Sent:** Monday, January 23, 2017 9:07 AM**To:** Leamy, Michelle T PREM:EX; Bissenden, Kim PENC:EX; Phillips, Dawn-Lynn PSA:EX; PensionsBC, Plan Operations Admin PENC:EX**Subject:** OIC - 013 - HAMILTON, Kirsten - 20JAN17

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 013 , Approved and Ordered January 20, 2017

  
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 Government Communications and Public Engagement (Ministry of Advanced Education) Appointment Order, 2017, Order in Council 987/2016, is amended by adding the following appointment:

SCHEDULE

| Column 1<br>Name | Column 2<br>Appointment | Column 3<br>Classification<br>Band | Column 4<br>Terms &<br>Conditions |
|------------------|-------------------------|------------------------------------|-----------------------------------|
| Kirsten Hamilton | Events Coordinator      | Band 1                             | 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 987/2016

January 12, 2017

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REPORT SELECTION CRITERIA

|                 |                            |
|-----------------|----------------------------|
| Operator ID:    | IVOLIK                     |
| Run Control ID: | Irina                      |
| Report ID:      | TGBBN014 v1.0 - GBCRPTKD   |
| Report Title:   | Employee Attendance Report |
| Date:           | 2017-FEB-24                |
| Time:           | 12:59:25                   |

PARAMETERS

|               |             |
|---------------|-------------|
| Series:       |             |
| List:         |             |
| Group:        |             |
| Company:      | GOV         |
| Bus Unit:     |             |
| Department:   |             |
| Process Year: | 2017        |
| From Date:    | 2016-DEC-24 |
| To Date:      | 2017-FEB-18 |
| Emplid:       | s.22        |
| Signature:    | N           |
| Empl Status:  |             |

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| FOI by Employee - with leave | 9        |                  |      |          |            |           |             |           |      |             |       |        |               |
|------------------------------|----------|------------------|------|----------|------------|-----------|-------------|-----------|------|-------------|-------|--------|---------------|
| Pay Period End               | Dept ID  | Name             | ID   | Category | Std Hrs/Wk | Hrly Rate | Comp Rate   | Off Cycle | Code | Description | Hours | Amount | Type of Trans |
| 2017-01-21                   | 019-5298 | Hamilton,Kirsten | s.22 |          | 35.00      | 36.221857 | 2535.530000 | N         | s.22 |             |       |        |               |
| 2017-02-04                   | 019-5298 | Hamilton,Kirsten |      |          | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
| 2017-02-18                   | 019-5298 | Hamilton,Kirsten |      |          | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
| 2017-02-18                   | 019-5298 | Hamilton,Kirsten |      |          | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
| 2017-02-18                   | 019-5298 | Hamilton,Kirsten |      |          | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
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| 2017-02-18                   | 019-5298 | Hamilton,Kirsten |      |          | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
| 2017-02-18                   | 019-5298 | Hamilton,Kirsten |      |          | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |

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**Status prior to Term**

Review Job rows prior to Termination, if the employee has been on Pending LTD, LTD Denied, LTD, or Rehab prior to the termination with no period of regular work in between do not process termination. Send a T2T Ticket to the TSSI T2 WCB/LTD/Rehab group advising them the EDA is there. They will process the Termination.

**Termination Checklist**

|   |                    |                      |                             |       |
|---|--------------------|----------------------|-----------------------------|-------|
| Last Name                               | First Name         | Empl ID              | Dept ID                     | Rec # |
| Hamilton                                | Kirsten            | s.22                 | 019 - 5298                  | 0     |
| Termination Date:                       | Final PP End Date: | Last Day Worked:     | Layoff Date (if applicable) |       |
| 2017-02-15                              | 2017-02-18         | 2017-02-14           |                             |       |
| Appointment Status: (Employee Category) |                    | Union:               | Action / Reason:            |       |
| Regular Employee                        |                    | N/A - Non Applicable | s.22                        |       |

**Section 1 - EDA Processing**

|   |                                 |   |  |
|---|---------------------------------|---|--|
| <b>Arrears outstanding?:</b> <input checked="" type="checkbox"/> Check w/ Payroll Accounting<br>No Arrears Panel                                    |                                 | <b>Maternity/Paternity Leave - taken w/in 1 year of Term?</b><br>No   |  |
| <b>Adds to Pay - PP End Date</b><br>N/A 2017-02-18  |                                 | <b>Pension Plan - 1st Sunday of 2nd future PP from Term</b><br>Done 2017-03-05  |  |
| <b>Unsuppress Direct Deposit - new panel</b><br>Done  |                                 | <b>STIIP Stage Dates - New Panel, set to STIIP, remove date rows</b><br>Done 2017-02-15 Term date   |  |
| <b>Deductions - Notify the appropriate Agencies of Termination where applicable</b>   |                                 |   |  |
| <b>Deductions (except Union Dues) - PP End Date</b> N/A 2017-02-18  |                                 |   |  |
| <b>Fitness Society - <a href="mailto:fitnesscentre@gov.bc.ca">fitnesscentre@gov.bc.ca</a></b><br>N/A  |                                 | <b>PECSF - <a href="mailto:PECSF@gov.bc.ca">PECSF@gov.bc.ca</a></b><br>N/A  |  |
| <b>BC Transit/Translink - <a href="mailto:Debbie.Williams2@telus.com">Debbie.Williams2@telus.com</a>*</b><br>N/A *Do not end, Debbie will take over |                                 | <b>Gov Parking Office - <a href="mailto:governmentparkingoffice@gov.bc.ca">governmentparkingoffice@gov.bc.ca</a></b><br>N/A   |  |
| <b>Leave Plans</b>  |                                 |   |  |
| 2017-12-31 Dec 31 Term Year   |                                 | 2017-02-15 Term Date  |  |
| <b>Vacation</b> S57<br>Done Done  |                                 | <b>6U</b><br>Done   |  |
| <b>Benefits- Refer to PAM Pay/Leave/Benefits End Date Table - Do not touch Benefits if Flex Ben</b>   |                                 |   |  |
| 20th of Term Month  |                                 | 1st of Month after Term   |  |
| <b>Life and Life &amp; AD/D</b><br>N/A  | <b>Supplemental Life</b><br>N/A | <b>MSP</b><br>N/A   | <b>Extended Health and Dental</b><br>N/A |
| <b>Review Final Pay</b>   |                                 |   |  |
| <b>Hours Worked PP of Term:</b> 42  |                                 | <b>Treatment Loan Program - Check Deductions page for LEB</b><br>Code None  |  |
| <b>Overpayments:</b> SAW/PAW Ticket #<br>None   |                                 | Notify PSA Financial Services if applicable <a href="mailto:BCPSA.FMO@gov.bc.ca">BCPSA.FMO@gov.bc.ca</a><br>N/A   |  |
| <b>Adjust Leave Plans for unearned credits:</b><br>Done   |                                 | <b>Garnishment: Prior to committing final cheque, email Legal</b><br><b>Encumbrances for direction:</b> <a href="mailto:FOLEBR@gov.bc.ca">FOLEBR@gov.bc.ca</a><br>N/A |  |



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**New Hire** \_\_\_\_\_

## EMPLOYEE INFORMATION

|                        |                   |  |
|------------------------|-------------------|--|
| EMPLOYEE NAME:         | Hamilton, Kirsten | Regular                                  |
| EMPLOYEE ID:           | s.22              | EFFECTIVE DATE: 2017-01-09               |
| DEPARTMENT ID:         | 019-5298          | (YYYY-MM-DD) Full Time                   |
| STANDARD WEEKLY HOURS: | 35                | BEN PGM: MGF                             |
| BASE RATE OF PAY:      | \$2,535.53        | LEAVE SERVICE DT: 2017                   |
| ADD TO BASE PAY:       |                   | Record Number: 0                         |
|                        |                   | <input type="checkbox"/> Concurrent Hire |

|                    |  |
|--------------------|--|
| <b>ADDS TO PAY</b> |  |
|--------------------|--|

Notes

☐ -

☐ -

☐ -

☐ Other as indicated in EDA, unless 1.88

## GENERAL DEDUCTIONS

|   |
|---|
| -   |
| <input type="checkbox"/> -                          |
| <input type="checkbox"/> -                          |
| <input type="checkbox"/> Other, as indicated in EDA |

### STIIP STAGE DATES

|   |            |
|---|------------|
| Enter   |            |
| <input checked="" type="checkbox"/> 1 = Hire Date         | 2017-01-09 |
| <input checked="" type="checkbox"/> 2 = Hire Date + 3 mos | 2017-04-09 |
| <input checked="" type="checkbox"/> 3 = Hire Date + 6 mos | 2017-07-09 |

**LEAVE PLANS** (per Vacation Leave Plan / Adj Table &  
s.22

[illegible]

|               |               |
|---------------|---------------|
| Processed by: | Caroline Mace |
| Date:         | 2017-01-18    |

Place checklist and attached documentation (if any) in NEW HIRE / REHIRE / Recall basket in file room.

Additional Notes

|                 |    |
|-----------------|----|
| FOI by Employee | 27 |
|-----------------|----|

| Pay Period End | Dept ID  | Name             | ID   | Category | Std Hrs/Wk | Hrly Rate | Comp Rate   | Off Cycle | Code | Description | Hours | Amount | Type of Trans |
|----------------|----------|------------------|------|----------|------------|-----------|-------------|-----------|------|-------------|-------|--------|---------------|
| 01/21/2017     | 019-5298 | Hamilton,Kirsten | s.22 | R        | 35.00      | 36.221857 | 2535.530000 | N         | s.22 |             |       |        |               |
| 01/21/2017     | 019-5298 | Hamilton,Kirsten |      | R        | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
| 01/21/2017     | 019-5298 | Hamilton,Kirsten |      | R        | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
| 01/21/2017     | 019-5298 | Hamilton,Kirsten |      | R        | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
| 01/21/2017     | 019-5298 | Hamilton,Kirsten |      | R        | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
| 01/21/2017     | 019-5298 | Hamilton,Kirsten |      | R        | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
| 01/21/2017     | 019-5298 | Hamilton,Kirsten |      | R        | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
| 01/21/2017     | 019-5298 | Hamilton,Kirsten |      | R        | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
| 02/04/2017     | 019-5298 | Hamilton,Kirsten |      | R        | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
| 02/04/2017     | 019-5298 | Hamilton,Kirsten |      | R        | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
| 02/04/2017     | 019-5298 | Hamilton,Kirsten |      | R        | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
| 02/04/2017     | 019-5298 | Hamilton,Kirsten |      | R        | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
| 02/04/2017     | 019-5298 | Hamilton,Kirsten |      | R        | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
| 02/04/2017     | 019-5298 | Hamilton,Kirsten |      | R        | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
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| 02/04/2017     | 019-5298 | Hamilton,Kirsten |      | R        | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
| 02/18/2017     | 019-5298 | Hamilton,Kirsten |      | R        | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
| 02/18/2017     | 019-5298 | Hamilton,Kirsten |      | R        | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
| 02/18/2017     | 019-5298 | Hamilton,Kirsten |      | R        | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
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| 02/18/2017     | 019-5298 | Hamilton,Kirsten |      | R        | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
| 02/18/2017     | 019-5298 | Hamilton,Kirsten |      | R        | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
| 02/18/2017     | 019-5298 | Hamilton,Kirsten |      | R        | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
| 02/18/2017     | 019-5298 | Hamilton,Kirsten |      | R        | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
| 02/18/2017     | 019-5298 | Hamilton,Kirsten |      | R        | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
| 02/18/2017     | 019-5298 | Hamilton,Kirsten |      | R        | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
| 02/18/2017     | 019-5298 | Hamilton,Kirsten |      | R        | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |
| 02/18/2017     | 019-5298 | Hamilton,Kirsten |      | R        | 35.00      | 36.221857 | 2535.530000 | N         |      |             |       |        |               |

**Subject****Flexible Benefits Enrolment****Question Reference # 170210-000203**

Assigned: Debra Lomas

Date Created: 02/10/2017 10:12 AM

Date Last Updated: 02/10/2017 10:12 AM

Status: Solved

Note By (Debra Lomas) (02/10/2017 10:12 AM)

Package mailed today

Response By Email (Debra Lomas) (02/10/2017 10:12 AM)

**This ticket is to inform you that you have become eligible for the Flexible Benefits Program.** You must enrol in the Flexible Benefits Program and take an active role in choosing your benefits. Please review the important enrolment information (e.g., timelines) and complete the applicable forms outlined in [How to Enrol in and Update your Flexible Benefits](#) on MyHR.

**If you have previously forwarded your forms to the Benefits Service Centre, please disregard this email.**

**IMPORTANT!**

- The Benefits Service Centre **must receive** your completed enrolment forms **within 30 days** of either your date of hire (new employees) or your date of eligibility for the Flexible Benefits Program.
- The Benefits Service Centre **must** receive your **original Group Life Beneficiary Designation Form**. If you fax or email in your enrolment forms, please follow up by mailing the original Group Life Beneficiary Designation Form to the Benefits Service Centre. If the original form is not received, your Group Life Beneficiary information will not be processed.
- The Benefits Service Centre **must** receive an MSP Group Application if you are applying for coverage under the employer group plan. If an application is not submitted, the default is set to waived coverage.

1. Submit your *enrolment* form(s) to the Benefits Service Centre by:

Mail:

Benefits Service Centre  
Block E - 2261 Keating  
Cross Rd  
Saanichton, BC V8M 2A5

Fax:

604-320-  
4031

Email:

[AskMyHR Online Service Request](#)

1. Submit any required *Evidence of Insurability* form(s) to:  
Great West Life Assurance Company  
Group Medical Underwriting

PO Box 6000  
Winnipeg, MA R3C 3A5

If you have any questions, please contact MyHR at 1-877-277-0772, extension 1 and refer to this ticket number.

Please be advised that October 24, 2016 to November 9, 2016 is the Open Enrolment period for changes in benefits coverage taking effect January 1, 2017. If you wish to elect different options from the ones you chose for 2016, or want to allocate funds to a 2017 Health Spending Account, you will need to submit another form indicating the elections are for plan year 2017.

Thank you,  
Benefits Service Centre

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**Subject**

**\*\*\* HAMILTON, Kirsten - Payroll Start-up Forms - January 2017**

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**Question Reference # 170124-000613**

Assigned: Caroline Mace

Date Created: 01/24/2017 01:10 PM

Date Last Updated: 01/24/2017 01:56 PM

Status: Solved

---

Response By Email (Caroline Mace) (01/24/2017 01:56 PM)

Hi Becky,

I have processed the payroll forms for Kirsten Hamilton for the February 4, 2017 pay period.

Thank you,  
Caroline Mace  
Payroll Administrator  
Payroll Operations

---

Customer By CSS Web (Becky Hamilton) (01/24/2017 01:10 PM)

Good afternoon,

Please find attached new employee start up forms for processing.

Cheers.

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January 5, 2017

File: 1385-20/HAMI  
Competition No. 002/17

Kirsten Hamilton  
s.22

Via email: s.22

Dear Kirsten:

**Re: Events Coordinator**  
**Classification Band 1**  
**Position # 112102; 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. Your assignment will be to the Corporate Planning and Events office. This appointment will be effective January 9, 2017, 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). Your supervisor will be Anish Dwivedi, Director, Events 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:  
4<sup>th</sup> 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.

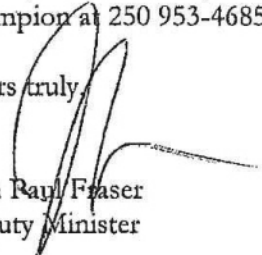
As an OIC appointee, you may have the choice of opting out of the Public Service Pension Plan, if eligible. You are automatically enrolled unless you complete a Waiver of Pension Coverage form within 30 days of the date of this appointment. Copies of this waiver may be obtained through Becky Hamilton 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](mailto:CommCareers@gov.bc.ca), no later than 4:00 p.m. on January 6, 2017.

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

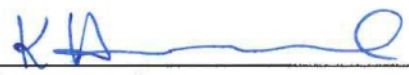
I wish you success in your new position. If you have any questions, please contact Denise Champion at 250 953-4685.

Yours truly,

  
John Paul Fraser  
Deputy Minister

pc: Anish Dwivedi, Director, Events Services  
Denise Champion, ADM, Strategic Initiatives Division  
Shaylene Hebert, 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.

  
Kirsten Hamilton

January 5 2017  
Date

Employee Number (if previous/current BC Government Employee): \_\_\_\_\_

Date of Birth (Year/Month/Day): \_\_/\_\_/\_\_

Social Insurance Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

☐ I decline this offer.

\_\_\_\_\_  
Kirsten Hamilton

\_\_\_\_\_  
Date

**From:** Champion, Denise GCPE:EX  
**Sent:**Thursday, February 9, 2017 2:53 PM  
**To:**Hamilton, Kirsten GCPE:EX  
**Cc:**Dwivedi, Anish GCPE:EX  
**Subject:**Confirmation of Appointment

Kirsten,

Further to our offer letter dated January 5, 2017, this will confirm that your appointment to Government Communications and Public Engagement, as an Events Coordinator, was approved and ordered on January 20, 2017 under Order in Council #013/17. As stated in your offer letter, this appointment is subject to a probationary period of 913 hours, which is equivalent to approximately 6 months of full-time employment. At the end of that time, if your performance has been satisfactory, your appointment will be confirmed.

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

Denise

***Denise J. Champion***

Assistant Deputy Minister  
Government Communications & Public Engagement  
250-812-3667

e-mail: [Denise.Champion@gov.bc.ca](mailto:Denise.Champion@gov.bc.ca)

**PROVINCE OF BRITISH COLUMBIA**  
**ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL**

Order in Council No. 013 , Approved and Ordered January 20, 2017

  
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 Government Communications and Public Engagement (Ministry of Advanced Education) Appointment Order, 2017, Order in Council 987/2016, is amended by adding the following appointment:

**SCHEDULE**

| Column 1<br>Name | Column 2<br>Appointment | Column 3<br>Classification<br>Band | Column 4<br>Terms &<br>Conditions |
|------------------|-------------------------|------------------------------------|-----------------------------------|
| Kirsten Hamilton | Events Coordinator      | Band 1                             | 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 987/2016

January 12, 2017

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