

# Frequently Asked Questions

## Post-Payroll and HR System Separation

### Applicable to all PHA and PHC employees

On Dec. 22, 2025, the HR and payroll systems for Acute Care Alberta (ACA), Primary Care Alberta (PCA) and Recovery Alberta (RA) will officially be established in e-People (also known as the 'payroll separation date' or 'payroll transfer date'). This is the final step in establishing these organizations as distinct employers in HR/Payroll and other workforce systems, for employees of ACA, PCA, and RA.

The following questions are intended to help **employees from all provincial health agencies (PHAs) and provincial health corporations (PHCs)** understand the impacts of payroll separation.

Some employees of ACA, PCA and RA will experience additional administrative impacts as a result of payroll separation. To learn more, review the payroll separation FAQs for your employee group:

- [AUNP](#)
- [AUPE ANC](#)
- [AUPE GSS](#)
- [HSAA](#)
- [UNA](#)
- [Non-Union Employees](#)

If you have additional questions that are not addressed in any of the FAQs, please contact the [HR Contact Centre](#).

## General

### Q. Who is impacted by the Dec. 22 payroll separation?

A. The separation of ACA, PCA and RA from AHS as employers in the HR and payroll systems will impact employees of all PHAs and PHCs, particularly when applying for positions at other employers. As covered in this FAQ, certain terms, conditions and processes will apply differently, based on whether an employee is considered internal or external to another employer.

This matrix can help you determine whether you would be considered an internal or external employee by another employer.

Current Employer
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Prospective Employer		Acute Care Alberta	Alberta Health Services	Assisted Living Alberta	Cancer Care Alberta	Emergency Health Services	Give Life Alberta	Health Shared Services	Primary Care Alberta	Recovery Alberta
	Acute Care Alberta	Internal	External	External	External	External	External	External	External	External
	Alberta Health Services	External	Internal	Internal	Internal	Internal	Internal	Internal	External	External
	Assisted Living Alberta	External	Internal	Internal	Internal	Internal	Internal	Internal	External	External
	Cancer Care Alberta	External	Internal	Internal	Internal	Internal	Internal	Internal	External	External
	Emergency Health Services	External	Internal	Internal	Internal	Internal	Internal	Internal	External	External
	Give Life Alberta	External	Internal	Internal	Internal	Internal	Internal	Internal	External	External
	Health Shared Services	External	Internal	Internal	Internal	Internal	Internal	Internal	External	External
	Primary Care Alberta	External	External	External	External	External	External	External	Internal	External
	Recovery Alberta	External	External	External	External	External	External	External	External	Internal

**Q. What is the payroll separation date for other provincial health agencies (PHAs) or provincial health corporations (PHCs)?**

A. The payroll separation date for employees of Assisted Living Alberta, Cancer Care Alberta, Emergency Health Services, Give Life Alberta and Health Shared Services has not been set. This date will be shared with staff once confirmed.



## Recruitment

### **Q. How will recruitment processes be impacted by payroll separation occurring on Dec. 22, 2025?**

A. Payroll separation is the final step in establishing ACA, PCA and RA as distinct employers in HR/payroll and other workforce systems. This means that employees will be considered **internal candidates** or **external candidates** based on which employer their e-People employment record is with.

Whether a candidate is to be treated as an internal or external candidate is determined based on the date they submit their application:

- **Applications submitted before Dec. 22, 2025**
  - Employees from all PHAs, PHCs and AHS are to be treated as internal applicants.
  - Example: If an AHS employee submits a job application for an RA position on Dec. 21, they are to be treated as an internal applicant.
- **Applications submitted on or after Dec. 22, 2025**
  - ACA, PCA, and RA employees will be treated as internal applicants for positions posted by their own employer.
  - ACA, PCA, and RA employees will be treated as external applicants if applying for positions at any other PHA or PHC.
  - Employees of all other PHAs, PHCs, and AHS will be treated as internal applicants if applying for positions not in RA, PCA, and ACA.
  - Employees of all other PHAs or PHCs will be treated as external applicants if applying for positions in RA, PCA, and ACA.
  - Example 1: If an RA employee submits an application for an ACA position on Dec. 22, they are to be treated as an external applicant.
  - Example 2: If an AHS employee submits an application for a CCA position on Dec. 27, they are still to be treated as an internal applicant.

If you're unclear whether you would be considered an internal or external applicant when applying to a position with another PHA or PHC, please refer to [this matrix](#).

Your bargaining unit's collective agreement may have additional language about applying to other employers as an external candidate. In the case of a conflict with this FAQ, the collective agreements will take precedence. Please refer to your bargaining unit's collective agreement for details about specific provisions.

External hires will be required to follow New Hire requirements, including the submission of a new Criminal Record Check and employment references.

### **Q. If an employee of a PHA, PHC or AHS is successful on a job posting as an external candidate after payroll separation, how is portability of entitlements, banks, etc. handled?**

A. Non-union employees will be able to port certain entitlements, including vacation accrual date, earned vacation banks to a maximum of 155 hours, unused float, stat and personal leave days, and date of hire.

Unionized employees will be able to port certain entitlements, based on their collective agreement.



**Q. Where should I apply for jobs once payroll separation is complete?**

**A.** If you are applying for a position **within your current employer** (e.g., ACA employees applying for another ACA position), continue to apply through **e-People**.

If you are applying for a position **with a different employer** (e.g., ACA employees applying for a position with PCA, RA, or another PHA/PHC), apply through that organization's **Careers webpage**. If you have never previously applied with that employer, you will need to create a new profile.

**Q. If I hold a regular position with a PHA or PHC and I wish to accept a temporary position with an employer established as a separate employer in the HR and payroll systems, can I take a leave of absence to accept the temporary position?**

**A.** When an employee wishes to accept a position with an entity established as a separate employer in the HR and payroll systems, they cannot remain employed with the original employer. In such cases, a leave of absence is not appropriate. The employee must formally resign from their current position before commencing employment with the other organization.

**Q. I am a regular employee of a PHA or PHC. Can I accept a temporary position with another PHA or PHC established separately in the HR and payroll systems, and remain casual with my current employer?**

**A.** Employees wishing to accept a temporary position with an employer established separately in the HR and payroll may request to resign their current position and transfer to casual status with their current employer. The current manager is responsible to considering this request and communicating if the request to remain casual is approved. Employment with each employer will be separate and you will not be able to combine hours to affect your overtime, vacation and sick bank accruals and any other entitlements that are detailed in your collective agreement.

**Q. Will I need to resubmit any records or certifications if I am the successful candidate for a position with an employer established as a separate employer in the HR and payroll systems?**

**A.** Yes. If you accept a position with an employer established as a separate employer in the HR and payroll systems, you will be considered an external hire. As part of that employer's onboarding process, you will need to resubmit all required records and certifications for a new hire, including:

- Criminal Record Check and Vulnerable Sector Search
- Canada Revenue / Personal Tax Credit forms
- Basic Life Support (BLS) certification
- Job-specific licenses or certifications
- Recognition of Previous Experience
- UNA Specific: Long Service Pay Adjustment, Education Allowance (if applicable)

Employees accepting a position with an employer established on separate HR and payroll systems will be asked for their consent to disclose relevant workplace health and safety records to their new employer. If consent is not provided, employees will be required to resubmit relevant information. These processes are still under development; information will be provided to candidates through the onboarding process.



These requirements ensure compliance with employment standards and occupational health and safety regulations under your new employer.

**Q. Do I need to complete a probationary period if I accept a position with an employer established on separate HR and payroll systems?**

**A.** Yes. If an employee accepts a position with an employer established as a separate employer in the HR and payroll systems, they will be considered an external hire and will be required to complete a new probationary period, as outlined in the applicable collective agreement or terms and conditions of employment.

## Employees Holding Positions with Multiple Employers

**Q. What happens now that I hold positions with multiple employers established as separate employers in the HR and payroll systems?**

**A.** Following the payroll separation, entitlements (including benefits such as health, dental, insurances and pension) will be prorated based upon the assigned FTE of each position. Where you hold multiple positions with employers established separately in the HR and payroll systems, you will not be able to combine FTEs or hours to affect your overtime, vacation and sick bank accruals and any other entitlements that are detailed in your collective agreement.

**Q. How will scheduling work now that I am working for multiple distinct employers?**

**A.** You will have a separate schedule with each employer. There is no obligation for employers to adjust schedules to accommodate your employment with another employer. It is your obligation to work shifts as scheduled or agreed to by your employer.

## Casual Positions

Note: After payroll separation, employees will only be able to pick up shifts if they have an active job record with that employer.

**Q. I am a part-time employee of an employer established as a separate employer in the HR and payroll systems, and I pick up shifts with a different employer. What do I need to know as an employee?**

**A.** Part-time employees with one employer may continue to work additional shifts at an employer established separately in the HR and payroll systems, but only if they have a casual job record in place with that employer.

After Dec. 15, 2025, managers can continue to create Additional Casual Positions as needed, however employees from other employers will be considered external candidates and will be required to provide a new Criminal Record Check (CRC) and other documents as required for the position.



You must have a **separate casual employment record** with the other employer to continue working casual shifts. You will only be able to accept shifts if your casual employment record remains active with that employer.

Please check with your manager to confirm your casual record is current and active.

## Benefit and Pension Plan Coverage

### Q: Upon payroll transition date will my benefit and pension plan coverage change?

A. No, your coverage will remain the same and there will be no interruption to coverage.

- **Benefits:** All coverage, including flex credits (if applicable), will be transferred. Alberta Blue Cross will issue new cards which will display your new employer's name and a new section number, with an effective date of January 1, 2026. There is no need to update providers such as your dentist or pharmacist, and your login information will remain the same. You may experience a delay in seeing your 2025 and 2026 credits (if applicable) after January 1, 2026, but they should be visible by January 7, 2026. This does not interrupt the ability to submit claims, but you may see a delay in processing and payment for claims submitted to health and personal spending accounts during this time.
- **Group RRSP/TFSA:** All funds will be transferred, and any voluntary payroll deductions will continue. Any 2026 Flex credits assigned to Group RRSP or TFSA accounts, will be deposited to your existing account, and your login information will remain the same. The employer's name on your account will be updated at a later date.
- **LAPP:** If you are currently participating in LAPP you will continue upon payroll separation. If you are in the process of purchasing a pension buy back via payroll deduction, the repayment will continue upon payroll separation.

### Q: After payroll separation what happens to my benefit and pension plan coverage if I leave my current position and take another at a different employer?

A. Based on the [matrix from question one](#), if you are considered a successful internal applicant, for benefit and pension plan purposes, you will be considered an internal transfer. You will be enrolled in the applicable benefit plan and LAPP based on your new position and the eligibility requirements. Depending on the position you are moving to you may see no change to your benefits and/or pension. Please refer to the [Benefit and Pension Plan Standards](#) for more information.

If you are considered a successful external applicant based on the [matrix from question one](#), you will be treated as a new hire for benefit and pension plan enrollment.

- **Benefits:** You will have to elect to enroll in the benefit plan (if eligible) and if any insurance is elected where medical evidence of insurability is required, you will need to re-apply. Flex Credits cannot be transferred (unless outlined by a collective agreement); your previous credits will be forfeited and you will need to elect new pro-rated credits, if they're applicable to your plan. In addition, you may have to re-serve a new waiting period.
- **Group RRSP/TFSA:** If you had any voluntary payroll deductions with your previous employer you will need to elect to have them set up with your new employer, as they will not transfer. Your account with Manulife will remain, along with any previously deposited

funds. Your login access will remain the same.



- LAPP: You will be enrolled in LAPP based on the plan eligibility rules. If your new position is LAPP optional, you will need to elect to participate, as you will not be automatically set up. If you had a pension buy back via payroll deduction with your previous employer, it cannot be brought forward. You will need to make arrangements with LAPP to complete the buy back.

