

Bulletin #25: Horizon Information

Jan. 5, 2021



In This Issue

[E-Learning: Our greatest opportunity: Understanding ACEs and building self-healing communities](#)

[YTD insured benefits amount](#)

[Your pay stub](#)

[Updating your personal information](#)

[SNB mobility link added to Skyline](#)

[SNB scheduled application / service outages](#)

[New administrative director at Horizon's Stan Cassidy Centre for Rehabilitation](#)

[New nurse manager for Horizon's The Moncton Hospital 3400 / Critical Care Unit](#)

HORIZON BULLETIN



[E-Learning: Our greatest opportunity: Understanding ACEs and building self-healing communities](#)

The Public Health Association of NB and PEI, in partnership with Horizon Health Network and the Saint John Boys and Girls Club, is hosting two expert leaders in this field, Laura Porter and Nicole Sherren (learn more about these presenters in the enclosed link or at the link below) for an e-learning event on the topic of ACEs and self-healing communities.

The event is scheduled for Jan. 19, 2021. Registration fees are \$35.

This event is for anyone who wishes to learn more about Adverse Childhood Experiences (ACEs), self-healing communities and opportunities for action, including:

- Horizon employees
- Community partners
- Municipalities
- Government partners
- Students

Click [here](#) to register and learn more. Download and view the flyer [here](#).

Bulletin #25: Horizon Information

Jan. 5, 2021



YTD insured benefit amounts

At the beginning of each new calendar year, YTD insured benefit deductions are reset in the payroll system to allow for accumulation of the new year amounts. A reminder that insured benefit deductions will not appear on the first pay stub of the new year, however all deductions will appear on the pay cheque of Jan. 28, 2021. For example, Blue Cross and Group Life Insurance deductions will appear on the Jan. 28 pay.

For questions about your insured benefits, please contact your Benefits Officer via email at Benefits.Officer@HorizonNB.ca with your work area in the subject line or call 1-833-522-2111.

Your pay stub

As a reminder, all employees have a requirement to regularly check their pay stubs to ensure the following items are accurate:

- Hourly rate
- Hours paid
- Deductions are being taken

This is especially important if you have had a change in status (i.e. returned from leave), a type change (i.e. casual to permanent) or have requested a change to your insured benefits or other deductions. The [pay stub](#) is available on Skyline and can be accessed back one year.

Questions related to the number of hours which were paid should be directed to your timekeeper rather than payroll as if there is an error, the timekeeper must submit a correction form to Payroll.

If you have questions about your hourly rate or deductions, please contact Human Resources at:

Area	Contact #
Moncton	506-857-5585
Saint John	506-648-6965
Fredericton	506-452-5063
Miramichi	506-623-3455

Bulletin #25: Horizon Information

Jan. 5, 2021



Updating personal information

It is important for you to notify Human Resources of any changes to your contact information i.e. last name changes, mailing address, email address and telephone number. If you are not sure of the mailing address we have on file for you, please reference your pay stub on Skyline.

The Human Resource and Payroll departments use this information to contact you as required and to send necessary documentation, i.e. contacting employees in relation to job postings they have applied to, Continuation of Benefit packages, etc.

In addition to Human Resources and Payroll, the Regional Staff Scheduling Center's scheduling software is automatically populated with the primary contact information (telephone number) from the Meditech system, therefore it is important to ensure your phone number on file in HR is accurate.

If you need to update your contact information, please include your name, employee number and the required change(s) in an email to the contact identified below for your respective area:

Area	Contact	Email Address
Moncton	Vanessa McGraw	Vanessa.McGraw@HorizonNB.ca
Saint John	Nicholas Arseneault	Nicholas.Arseneault@HorizonNB.ca
Fredericton	Shelly Guitard	Shelly.Guitard@HorizonNB.ca
Miramichi	Charlene Martin	Charlene.Martin2@HorizonNB.ca



SNB mobility link added to Skyline

If you have a government-issued smartphone (or will be ordering one), there's a place that has all the information you need.

Click [here](#) for the SNB mobility page, and there's a new banner link to it from the Skyline main page. When you're there, look for the word "Telus" and click on it to be taken to SNB's mobility page.

Bulletin #25: Horizon Information

Jan. 5, 2021

You'll find how-tos, FAQs, and rate plans, all to help you understand your government-issued smartphone.



[SNB scheduled application / service outages](#)

Please be advised that due to necessary infrastructure security patching, several applications / services outages are scheduled for all Horizon areas.

Click [here](#) to view the outage schedule for upcoming technology services updates.



[New administrative director at Horizon's Stan Cassidy Centre for Rehabilitation](#)

Jennifer Beaulieu has accepted the position of administrative director of Horizon's Stan Cassidy Centre for Rehabilitation. Jennifer has held many leadership roles in her career, including director of Health Programs in South Baffin, manager of Population and Indigenous Health Alberta Health Services and coordinator Primary Care for Alberta Health Services.

Jennifer has a Masters of Public Health from the University of Alberta and a Bachelor of Nursing from the University of New Brunswick. Jennifer will be beginning her career with Horizon in February. Congratulations Jennifer!

At the same time, best wishes and congratulations to Gillian Hoyt-Hallett, who has accepted a senior position with Shannex Nursing Homes in the Fredericton area.

Bulletin #25: Horizon Information

Jan. 5, 2021



[New nurse manager for Horizon's The Moncton Hospital 3400 / Critical Care Unit](#)

Sarah Brown has accepted the nurse manager position for 3400 / Critical Care Unit (CCU). For the past two years, Sarah was the acting nurse manager of the Medical / Surgical Intensive Care Unit, which provided her with a great deal of knowledge and expertise working with critically ill patients.

Prior, Sarah was the resource nurse for Thoracic, Vascular and General Surgery in the operating room. Sarah began her new role on Jan. 4. Welcome Sarah!

We would also wish to take this opportunity to say thank you to Kendra MacWilliams, nurse manager, 3400 / CCU, who has recently accepted another position within our facility.