How to avoid rush cheque fees

1. Submit the required HR forms prior to the new/rehired employee starting
2. Once set up by HR review the new/ rehired employee’s information in VIP – checking start/end dates/schedules/salary/FOP etc to ensure accuracy - Run appointment detail report under the VIPEMP module to view this info
3. Ensure all department staff are advised of your cut off for payroll data submissions*
4. Have all staff submit time sheets - reporting all hours worked/vacation/sick etc.
5. Advise all staff of the risk involved if hours are not submitted by them on time in writing**
6. Review your direct hours entry balance of time sheets and schedule generation, print and review your time authorization report
7. Run the contract end date report or appointment list report verifying that all staff members have open appointments. Run the contract end date report with a future date to see if you have any appointments ending that might need to be extended - do the paperwork early in order to meet the HR deadline. Links to documentation on reports http://umanitoba.ca/admin/human_resources/services/hris/documentation/index.html

How to avoid upsetting your team!

Do not wait for them to come to you – be in front of the issue by

- Reviewing your payroll authorization report as soon as you receive the email from HR
- Running the payroll verification - GL report and verify that all hours entered were actually paid – availability of this report follows the payroll authorization email
- Notice a discrepancy? Review your “time authorization” report - do the hours you entered match the payment? If not then...
  - Did the appointment end?
  - Have you completed the paperwork to extend the position?
  - Was the paperwork sent in to HR?
  - Were the hours totally missed?
- If you find an error for whatever the reason, let the staff member know there is an issue with their pay and that you will correct it as soon as possible. Advise them what steps will be taken to correct the issue. Be honest about how long it will take you to fix the error.
- Things to remember when dealing with payroll errors:
  - What would you do if you did not get paid?
  - How long would you wait?
  - Does your personal expectation match your efforts for others?

Are we in breach of the Manitoba Labour Standards (MLS)?

MLS states – Employees must be paid within 10 days from the last day of the pay period. This is the last day of the first pay period they work. Not 10 days from when we submit the paperwork etc.
Notes

* MLS states it is the Employer’s responsibility to ensure accuracy of time worked and hours reported

**Risks for the employee for hours not reported by department cutoff

- Employee not receiving payments on time
- No direct deposit for rush runs, Employee will receive a cheque
- Missed hours can affect employee’s service and pension credits

The steps listed above also helps to catch overpayments!

Department FYI’s

- If you request a rush cheque you will be assessed a $100.00 charge to your budget even if the reason for the rush is that the employee did not hand in their hours on time but they are still requesting payment. See MLS rule on Employer responsibility + 10 day rule - Breach of Manitoba Labour Standards rules

Completing corrections and additions increases everyone’s workload and is costly to all.

**When you have new or rehired employees send an email stating the requirements of time reporting deadlines. If you have a procedure document listing requirements and contacts regarding reporting of hours then attach a copy to the email, a quick blurb in an email outlining the pit falls, for them, of not reporting on time helps. Please do not include the rush cheque info as that is our in house responsibility not theirs

Please be advised that both Human Resource and Payroll have strict deadlines. Failure to comply with these deadlines puts us all at risk.

Payroll deadlines are as follows

Direct hour batches and correction and addition forms must be submitted by 4:00 p.m. every Friday with the exception of Good Friday and floating holidays such as July 1st, November 11th and Christmas closure. For Good Friday and where floating holidays fall on the Friday, the deadline is the Thursday prior to the holiday by 4:00 p.m. The Christmas closure deadline will be provided in an email in mid to late November and will indicate revised deadline for both HR and Payroll. Directions and calendars are provided for your ease.

Corrections and Additions forms received after cut off run the risk of been carried forward to the next pay period. Rush cheques might then be required and this will be at your cost.

Human Resource deadlines can be found at –
https://umanitoba.ca/admin/financial_services/media/HR_cutoff_dates_2012.pdf

Do you have questions or concerns? Please contact your Payroll associate
https://umanitoba.ca/admin/financial_services/media/Payroll_Contact_Info.pdf