Payroll Authorization Policy

Effective Date: August 12, 2008
Revised Date: March 18, 2014
Review Date: March 18, 2024

Part I
Reason for Policy

1.1 To define the responsibilities of the primary signing authorities for verification of employee remuneration.

Part II
Policy Content

2.1 The University of Manitoba has a central payroll function that relies on input from individual departments and units in order to determine employee remuneration. The primary signing authority of each Fund / Organization combination is responsible for verifying all employee remuneration amounts charged to that Fund / Organization.

Part III
Accountability

3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Administration) that a formal review of this Policy is required.

3.2 The Comptroller is responsible for the implementation, administration and review of this Policy.

3.3 All University staff are responsible for complying with this Policy.
Part IV
Authority to Approve Procedures

4.1 The Vice-President (Administration) may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Part V
Review

5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is March 18, 2024.

5.2 In the interim, this Policy may be revised or repealed if:

(a) the Vice-President (Administration) or the Approving Body deems it necessary or desirable to do so;

(b) the Policy is no longer legislatively or statutorily compliant; and/or

(c) the Policy is now in conflict with another Governing Document.

5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:

(a) comply with the revised Policy; or

(b) are in turn repealed.

Part VI
Effect on Previous Statements

6.1 This Policy supersedes all of the following:

(a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein;

(b) all previous Administration Governing Documents on the subject matter contained herein;

(c) Policy 313 – Payroll Authorization Reports

Part VII
Cross References

7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

(a) Payroll Authorization Procedure