November 28, 2016

TO: All PSUs; please forward this to the individuals responsible for Time Entry, Form Completion and those who have Signing Authority for Payroll

FROM: Helen Wong, Payroll Coordinator, Payroll Services
       Norma Caners, HR Service Centre Supervisor, Human Resources

SUBJECT: Deadlines for Human Resources Forms and Payroll Time Entry over the 2016/2017 Christmas-New Year’s Break

Deadlines for the receipt of forms for Human Resources and time entry for Payroll need to be modified in order for pay to be processed before or shortly after the Christmas-New Year’s Break. If forms are not sent to Human Resources or time entry is not sent to batch by the deadlines indicated below, there is a high probability that your employees will be paid late.

To help keep track of the deadlines we have attached a calendar reflecting the deadlines for time entry and for appointment forms to be received by HR. A reminder email will be sent out in mid-December in regards to the change in time entry for the 2 week period from Dec 10th to Dec 23rd/16.

Human Resources staff are currently processing appointments that start in January 2017. Please send all forms for known appointments to Human Resources as soon as possible.

Please make sure that your department has appropriate backup for both completing HR forms and doing time entry before and after the Christmas-New Year’s Break.

Human Resources Deadlines

Hourly pay period ending December 9, 2016; forms must be received by December 2, 2016

Biweekly pay period ending December 16, 2016; forms must be received by December 9, 2016

Hourly pay period ending December 23, 2016; forms must be received by December 12, 2016

Semi-monthly pay period ending December 31, 2016; forms deadline was December 2, 2016

Biweekly pay period ending December 30, 2016; forms must be received by December 14, 2016

Hourly pay period ending January 6, 2017; forms must be received by December 21, 2016

Semi-monthly pay period ending January 15, 2017; forms must be received by December 13, 2016
Payroll Services Deadlines

*Special procedures related to Time Entry for 2016/17 Christmas/New Year*
A separate email will be sent by Payroll to guide the PSUs outlining this new approach.

**Friday, December 9th at 4:30 pm:** Payroll will be generating schedules for the entire University (from December 10th/16 – December 30th/16)

**Thursday, December 15th by 4:30 pm:** PSUs are required to submit all worked/estimated hours (from December 10th – December 23rd).

**Tuesday, January 3rd by 10:00 am:** PSUs are required to submit all worked hours (from December 24th to January 30th).

Time Entry will resume normal process after January 3rd, 2017.

*Note: Hours for the week ending December 23rd, 2016 may involve some estimating. Please estimate on the conservative side. Payroll has to reconcile all federal deductions owing to Canada Revenue Agency before the Christmas closure so it is very important that we are informed of any salary overpayments as soon as they are discovered.

****Corrections and Additions Timesheets received after cut-off will be carried forward to the next pay period****

Your cooperation in meeting these deadlines is greatly appreciated. Thank you in advance.

We wish you a very Happy and Safe Break!!!