November 24, 2017

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

FROM: Allison Stephen, HR Service Centre Manager, Human Resources
       Helen Wong, Assistant Manager, Payroll Services

SUBJECT: Deadlines for Human Resources Forms and Payroll Time Entry over the 2017/2018 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 period of Dec 9th to Dec 29th/17.

Human Resources staff are currently processing appointments that start in January 2018. 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 8, 2017; forms must be received by December 1, 2017

Biweekly pay period ending December 15, 2017; forms must be received by December 8, 2017

Hourly pay period ending December 22, 2017; forms must be received by December 11, 2017

Semi-monthly pay period ending December 31, 2017; forms deadline was November 30, 2017

Biweekly pay period ending December 29, 2017; forms must be received by December 13, 2017

Hourly pay period ending January 5, 2018; forms must be received by December 20, 2017

Semi-monthly pay period ending January 15, 2018; forms must be received by December 13, 2017
Payroll Services Deadlines

*Special procedures related to Time Entry for 2017/18 Christmas/New Year*
A separate email will be sent by Payroll to guide the PSUs outlining this new approach.

**Friday, December 8th at 4:30 pm:** Payroll will be generating schedules for the entire University from December 9th – December 29th

**Thursday, December 14th by 4:30pm:** PSUs are required to submit all worked/estimated hours from December 9th – December 22nd.

**Tuesday, January 2nd by 10:00 am:** PSUs are required to submit all worked hours from December 23rd to December 29th.

Time Entry will resume normal process after January 4th, 2018.

* Note: Hours for the week ending December 22nd, 2017 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 holiday break!!!