November 20, 2018

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 2018/2019 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 8th to Dec 28th/18.

Human Resources Associates are currently processing appointments that start in January 2019. 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 7, 2018; forms must be received by November 30, 2018

Biweekly pay period ending December 14, 2018; forms must be received by December 7, 2018

Hourly pay period ending December 21, 2018; forms must be received by December 10, 2018

Semi-monthly pay period ending December 31, 2018; forms deadline is November 30, 2018

Biweekly pay period ending December 28, 2018; forms must be received by December 12, 2018

Hourly pay period ending January 4, 2019; forms must be received by December 19, 2018

Semi-monthly pay period ending January 15, 2019; forms must be received by December 12, 2018


**Payroll Services Deadlines**

*Special procedures related to Time Entry for 2018/19 Christmas/New Year*

A separate email will be sent by Payroll to guide the PSUs outlining this new approach.

**Friday, December 7th at 4:30 pm:** Payroll will be generating schedules for the entire University from December 8th – December 28th.

**Friday, December 14th by 10:00am:** PSUs are required to submit all worked/estimated hours from December 8th – December 14th.

**Tuesday, December 18th by 10:00am:** PSUs are required to submit all worked/estimated hours from December 15th – December 28th.

**Friday, January 4th:** PSUs to resume regular batch submission for December 29-January 4.

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* **Note:** Hours for the week ending December 21st, 2018 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!!!