PART I
Reason for Procedure

1.1 The purpose of this document is to set the Procedures secondary to the Payroll Authorization Policy.

PART II
Procedural Content

Generation of the Payroll Authorization Report

2.1 The Department, Faculty, or Unit shall receive notification by way of email from Human Resources indicating payroll authorization reports are ready to be generated each pay period for a specific payroll category.

2.2 The Department, Faculty, or Unit shall generate a payroll authorization report for each pay period for each payroll category.

2.3 The report shall be distributed to the primary signing authority for each Fund/Organization combination incurring payroll charges.
2.4 The report shall be generated after the end of the pay period and distributed to the signing authorities in advance of the payroll direct deposit or cheque run.

**Verification of the Payroll Authorization Report**

2.5 The primary signing authority of each Fund/Organization combination is responsible for verifying employee remuneration being charged to that Fund/Organization. Verification of employee remuneration shall be done by verifying the details of the payroll authorization report as follows:

(a) Verify that the Fund/Organization being charged is appropriate;

(b) Verify that each employee is still actively employed by the University, that the job name is accurate, and that no employee has been omitted.

(c) Verify the expiry date of positions where applicable and initiate re-appointment through Human Resources if necessary.

(d) Verify amounts and categories of pay to the source date.

2.6 If the payroll authorization form is correct, the primary signing authority should sign and date the form. If any errors or omissions have been noted, the primary signing authority should immediately advise Payroll Services, document the corrections on the payroll authorization form and sign and date the form.

2.7 It is the responsibility of the primary signing authority to advise Payroll Services of any errors or omissions in the payroll authorization report immediately.

2.8 Payroll authorization forms should be retained in the Faculty/Unit/Department for two years.

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**Part III**

**Accountability**

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

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

3.3 All University Employees are responsible for complying with this Procedure.

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**Part IV**

**Review**

4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is March 18, 2024.
4.2 In the interim, this Procedure may be revised or repealed if:

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

(b) the Procedure is no longer legislatively or statutorily compliant;

(c) the Procedure is now in conflict with another Governing Document; and/or

(d) the Parent Policy is revised or repealed.

Part V
Effect on Previous Statements

5.1 This Procedure 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) all previous Faculty/ School Council Procedures stemming from the Faculty/ School Council Bylaw and academic and admission Regulations and any resolutions on the subject matter contained herein; and

(d) Policy 313 - Payroll Authorization Reports.

Part VI
Cross References

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

(a) Payroll Authorization Policy

(b) Signing of Agreements Policy
Pay Authorization GL - Unit (NEW Payroll Authorization Report)

For Normal Pay:

- A prefix of “PYT” (as circled above) represents the current payroll information for the employee.

- Additional columns have been added to provide further breakdown about the employee’s payment.
  - **Total hours**: Provides total number of hours processed in the run.
  - **Reg. Rate**: Amount paid under column “Regular” divided by number of hours under column “Reg. Hours”
  - **Reg. Hours**: Regular worked hours processed in the run. (i.e. hours excluding all entries under “Overtime”, “Retro”, “Stat” and “Other”)
  - **Stat.**: The amount of statutory holiday paid to the employee on the pay period indicated.
  - **EI R.**: For employee with appointments that are entitled to the reduce EI rebate, the rebate is now showing up separately in this column. (instead of including in the ‘Other’ column like previously) – EI Rate is a payment to employee but is a benefit expense to the University.

- A new row with a border is now added below the current pay, which will display the amount paid to the employee on the previous pay period, this allows a quick reference check to compare amount paid.
  - For new employee: only the PYT line will be displayed, as there is nothing for the system to compare with and no history available.
For Pay Revision:

Similar as above, with additional information as following:

- Information related to the revised pay period will be colored in grey
  - Line with “NORM” represents the normal pay on the current pay period.
  - Line with “REVIS” represents the adjustment done on previous pay period(s). Example: Corrections and Additions Form for late hours.
  - Line with “PYT” is the end result of combining “NORM” and “REVIS” line.

Quick reference of transaction codes distribution corresponding to columns:

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Codes included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reg. Hours</td>
<td>1. Most regular pay code</td>
<td>e.g. 1000, 1006, 1011</td>
</tr>
<tr>
<td></td>
<td>2. Other codes that related to worked hours</td>
<td>e.g. 1014, 1017, 1080</td>
</tr>
<tr>
<td>Overtime</td>
<td>Codes related to overtime pay or overtime bank</td>
<td>e.g. 1105, 1045, 1165</td>
</tr>
<tr>
<td>Retro</td>
<td>Codes related to retro payment</td>
<td>e.g. 1090, 1095, 1098</td>
</tr>
<tr>
<td>Stat.</td>
<td>Codes related to statutory holiday payment</td>
<td>e.g. 1200, 1215, 98xx</td>
</tr>
<tr>
<td>Other</td>
<td>1. All absence entries</td>
<td>e.g. 1400, 2000, 2200</td>
</tr>
<tr>
<td></td>
<td>2. Premium payment</td>
<td>e.g. 1300, 1321, 1361</td>
</tr>
</tbody>
</table>

Please visit Human Resources Information System – Documentation website for the list of transaction codes distribution:


Remark: For staff on temporary reclassification or status changed in the middle of the pay period, information displayed may not follow the same description as above, please contact your payroll associate for further assistance.