

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	PAYROLL AUTHORIZATION
Parent Policy:	Payroll Authorization Policy
Effective Date:	August 12, 2008
Revised Date:	March 18, 2014
Review Date:	March 18, 2024
Approving Body:	President
Authority:	
Responsible Executive Officer:	President, delegated to the Vice-President (Administration)
Delegate:	Comptroller
Contact:	Comptroller
Application:	All Employees

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.

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.

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:

UNIVERSITY OF MANITOBA

PAY AUTHORIZATION GL

Page: 1

04/23/2014 2:53:57PM

Obj: 98Y
Joblog No: 171855

DOE, JANE - AA00 - DEAN'S OFFICE - 000 ADMIN

Pay Period: 20132602 Start Date: 12/07/2013 End Date: 12/20/2013 Cheque Date: 12/27/2013

Run No: 1733
Payroll Category: 02 BI-WEEKLY
Department: 110000100000
110000100000

GL Account 1100001000001100

ID	Name	Position	Job Name	Course #	Eff date	Expiry date	Total Hours	Reg. Rate	Reg. Hours	Regular	Overtime	Retro	Stat.	Other	EI R.	Total
PYT 000001	LAST NAME, FIRST NAME	10000	ADVISOR (ADMIN ASST 3)		11/4/2013		70.00	32.46	66.50	2,157.93	113.58	0.00	0.00	0.00	3.50	2,275.01
1726 000001	LAST NAME, FIRST NAME	10000	ADVISOR (ADMIN ASST 3)		11/4/2013		70.00		58.00	1,817.20	227.15	0.00	0.00	227.15	3.50	2,275.00



- 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.
 - o **Total hours:** Provides total number of hours processed in the run.
 - o **Reg. Rate:** Amount paid under column "Regular" divided by number of hours under column "Reg. Hours"
 - o **Reg. Hours:** Regular worked hours processed in the run. (i.e. hours excluding all entries under "Overtime", "Retro", "Stat" and "Other")
 - o **Stat.:** The amount of statutory holiday paid to the employee on the pay period indicated.
 - o **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.
 - o 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:

GL Account 1000001000001700																
ID	Name	Position	Job Name	Course #	Eff date	Expiry date	Total Hours	Reg. Rate	Reg. Hours	Regular	Overtime	Retro	Stat.	Other	EI R.	Total
NORM 000002	LAST NAME, FIRST NAME	10000	ADMINISTRATIVE CLERK (OFFICE ASST 3)		4/24/2012		35.00		34.00	653.48	0.00	0.00	0.00	19.22	1.04	673.74
REVIS 000002	LAST NAME, FIRST NAME	10000	ADMINISTRATIVE CLERK (OFFICE ASST 3)		4/24/2012		0.00		0.00	0.00	96.10	0.00	0.00	0.00	0.15	96.25
PYT 000002	LAST NAME, FIRST NAME	10000	ADMINISTRATIVE CLERK (OFFICE ASST 3)		4/24/2012		35.00	19.22	34.00	653.48	96.10	0.00	0.00	19.22	1.19	769.99
1728 000002	LAST NAME, FIRST NAME	10000	ADMINISTRATIVE CLERK (OFFICE ASST 3)		4/24/2012		38.50		23.75	456.48	14.42	0.00	0.00	201.81	1.04	673.75
Department 100000100000 Total										653.48	96.10	0.00	0.00	19.22	1.19	769.99

Similar as above, with additional information as following:

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

Quick reference of transaction codes distribution corresponding to columns:

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

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

http://umanitoba.ca/admin/human_resources/services/hris/media/Transaction_codes_on_Pay_Authorization_Reports_v2014.xls

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.