

UNIVERSITY OF MANITOBA POLICY

Policy:	PAYROLL AUTHORIZATION
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: (If applicable)	Comptroller
Contact:	Comptroller
Application:	All Employees

Part I Reason for Policy

- 1.1 To define the responsibilities of the primary signing authorities for verification of employee remuneration.

Part II Policy Content

- 2.1 The University of Manitoba has a central payroll function that relies on input from individual departments and units in order to determine employee remuneration. The primary signing authority of each Fund / Organization combination is responsible for verifying all employee remuneration amounts charged to that Fund / Organization.

Part III Accountability

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

- 3.2 The Comptroller is responsible for the implementation, administration and review of this Policy.
- 3.3 All University staff are responsible for complying with this Policy.

**Part IV
Authority to Approve Procedures**

- 4.1 The Vice-President (Administration) may approve Procedures, if applicable, which are secondary to and comply with this Policy.

**Part V
Review**

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is March 18, 2024.
- 5.2 In the interim, this Policy may be revised or repealed if:
 - (a) the Vice-President (Administration) or the Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
 - (a) comply with the revised Policy; or
 - (b) are in turn repealed.

**Part VI
Effect on Previous Statements**

- 6.1 This Policy 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) Policy 313 – Payroll Authorization Reports

Part VII
Cross References

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

- (a) [Payroll Authorization Procedure](#)