

## UNIVERSITY OF MANITOBA PROCEDURE

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