

SUBJECT: PAYROLL**1. Goals and Objectives**

The University of Northern British Columbia, as a publicly funded institution, is responsible for providing proper accountability and internal control of the funds it administers. As payroll accounts for a significant portion of annual costs, this document sets out policies and procedures regarding the administration and control of those costs.

2. General

All permanent salaried employees are paid on a bi-weekly basis. A schedule of pay periods is distributed to all employees at the beginning of each year.

All permanent employees must be paid by direct deposit to their bank accounts and receive an advice slip on the pay date.

3. Establishing Employee Files

As appointments are confirmed, the Human Resources Assistant in either the Human Resources Department or the Office of the Vice-President (Academic) & Provost will enter the employee information into Banner and forward a copy of the employee status forms to the Payroll Administrator.

Human Resources will have each new employee complete a TD1 and all required benefits forms for the files. A valid employee number will be assigned by Banner.

4. Processing of Payroll**4.1 Salaried Permanent Staff Employee**

Pay will be processed on a bi-weekly basis with annual salaried payroll being divided into 26 pay periods.

Filing of an exception reports will be required for all absences (e.g. including sickness, vacation, bereavement leave). Exception reports are due on the last working day of the pay period. All exception reports must be signed by the employee and employee's direct supervisor.

For non-management staff who are entitled to overtime pay as set out in the collective agreements, a time sheet must be filed for the overtime worked. The time sheet will be due on the last working day of the pay period and must be signed by the employee and the employee's direct supervisor.

Exception reports and time sheets will be reviewed for reasonableness and approval. Any queries will be directed to the supervisor in charge. Based on the standard earning form (exception reporting and overtime) the payroll register will be processed.

4.2 Hourly and Casual/Temporary Employees

All hourly and casual/temporary employees are required to submit bi-weekly time sheets due on the last working day of the pay period. The time sheets must indicate only the total hours worked during the pay period, their hourly rate and the department or job to which the hours will be allocated. The employee and the employee's direct supervisor/budget holder must sign all time sheets.

All time slips will be reviewed for reasonableness and approval. Any queries will be directed to the supervisor in charge. Based upon the terms set out in the appointment letter and the applicable collective agreements, the payroll register will be processed.

5. Allocation of Pay

The appointment letter will confirm the position of new employees. The Human Resources Administrator or the Office of the Vice-President (Academic) & Provost will forward the contract letter to the Budget Analyst to allocate the budget for the position.