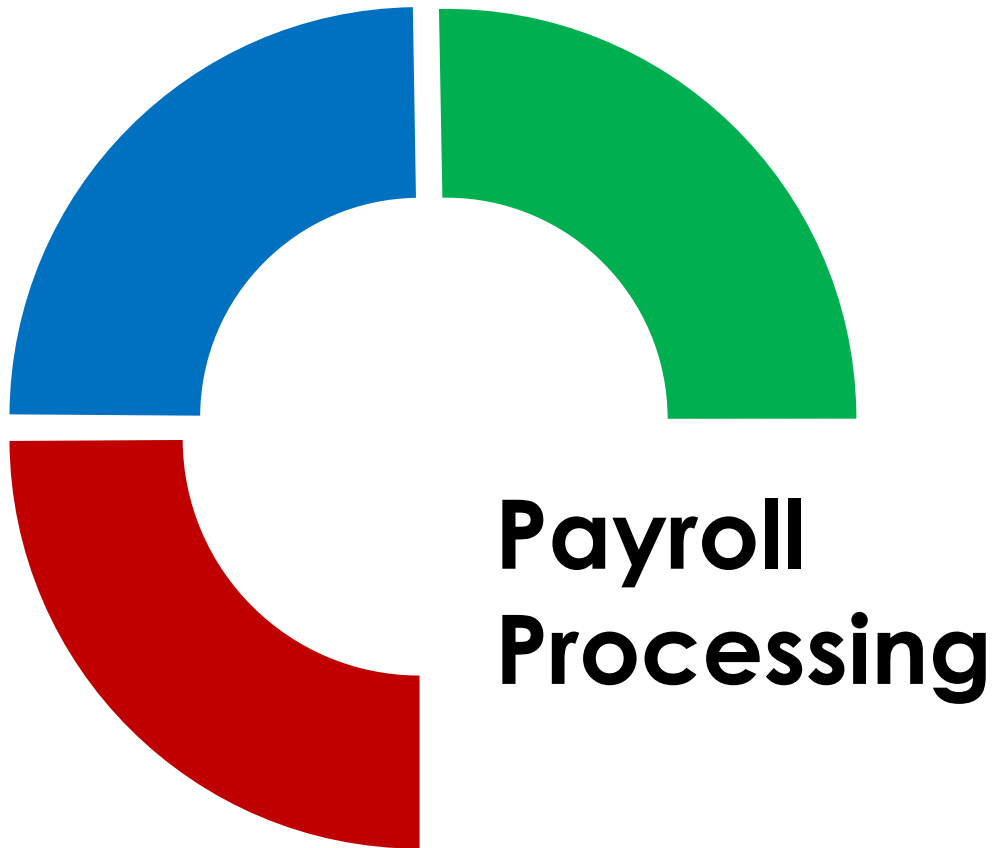


Payroll Process



Payroll Process

- ✓ Payroll pays approximately **2,000 employees every two weeks.**





Payroll Process

- ✓ Payroll has deadlines so that they can complete the payroll in time.
- ✓ It takes **two days** for the direct deposits to be transferred to the employees bank accounts, payroll needs to be ready on Wednesday in order for the deposits to be done in time for Friday pay date.
- ✓ Timesheet cut off for **employees** is **Friday at 11 am** but the pay period goes to Saturday. **Approver** has until **9:30 am on Monday** to approve the timesheets, payroll cannot start until the timesheets have been approved.
- ✓ That leaves only **3 days for payroll to process pay**.

1 Runs the time sheet process to populate Banner for processing.

2 Verifies and checks that any changes done by HR are working in Banner and employee is paid accurately.

3 Enters manual benefits entries, usually approximately 50 entries per pay.

4 Enters manual overpayment entries between 5 to 10 entries per pay.

5 Fixes current entries which are not paying correctly in Banner, up to 100 entries and recalculates them 3 to 6 times. Each recalculation takes about 15 minutes during which no payroll entries can be done.

6 Makes any corrections to prior payroll entries which need adjustments, up to 30 corrections per pay.

- 7 Approves the payroll for processing.
- 8 Processes the payroll.
- 9 Approves the direct deposits and sends them to RBC for payment.
- 10 Runs all the required payroll reports.
- 11 Issues manual cheques for employees who have not provided their direct deposit information.



What are the requirements

Payroll relies on HR to add employees into Banner and make any changes.

Employee information is sent to HR and they enter the employees master file information:

- ✓ Name
- ✓ Address
- ✓ SIN
- ✓ Personal Tax Credit Returns TD1
- ✓ Direct Deposit
- ✓ Department
- ✓ Position
- ✓ Pay Level / Salary and
- ✓ Benefits Information

It is very important that all this information is provided to HR in a timely manner. If the employee is not added into Banner by HR in time they cannot be paid.

- If there are any changes to any of above information it is vital that HR is notified as soon as possible. If the changes are not actioned by HR, then the employee may be paid incorrectly.

Couple of highlights on the employee information.

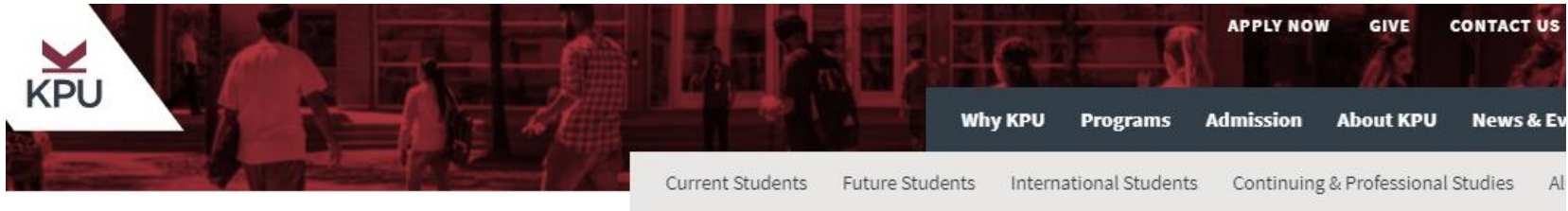
- ✓ SIN number is a required field in Banner and an employee needs to have a valid SIN in order to work in Canada. If the SIN starts with a 9 then valid work or study permit is also required.
- ✓ Direct deposit information ensures that the employee receives their pay onto their bank account on the pay date.

Deadlines

- ✓ Employees need to submit time sheets by Friday 11 am week before pay date.
- ✓ Managers need to approve timesheets by 9:30 am on MONDAY before pay date.



Timesheets and Approvals



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Pay Schedule

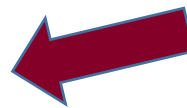
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 - [Approve Timesheet Guide \(APPROVER\)](#)
 - [link to training video](#)



There are training videos in the Payroll Services webpage for both of these topics.

Timeline for Payroll Processing

Example: New Employee starting on Tuesday, May 11th

Effective date

Paperwork to HR	Tuesday, April 20, 2021
Employee change or New Employee	Tuesday, May 11, 2021
Employee enters a timesheet	Friday, May 14, 2021 (11:00 AM)
Supervisor approves timesheet	Monday, May 17, 2021 (9:30 AM)
Payroll is finalized	Wednesday, May 19, 2021
Employee is paid on Pay date	Friday, May 21, 2021

1

It is the **employee's responsibility** to submit a timesheet for every pay period they worked within the time sheet submission deadlines.

2

It is the **manager's responsibility** to approve all timesheets submitted for approval and also checking for missing timesheets.

3

If a timesheet has been submitted via Web within the deadlines there is no need to submit a manual timesheet.

4

Submitting timesheets on time is the required method of submission. Payroll cannot submit more than one time sheet per pay period unless a manual timesheet is required in exceptional circumstances.

5

Time sheets received after the deadline will not be included in the payroll. It is too late to submit a timesheet on Wednesday two days before the Friday pay date.

6

Submitting timesheets, contracts, employee set up information and an invoice all at the same time to payroll will not give payroll enough time to process. Everything except the timesheet needs to be submitted to the HR department in order to set the employee and contract up prior to the timesheet or invoice arriving.

7

Leaves and other absences are not recorded if there is no timesheet.

8

Who should be submitting online timesheets?

- ✓ S1 - Full time and part time Regular BCGEU
- ✓ S3 – Repeating Term BCGEU
- ✓ S5 – Posted Auxiliaries with benefits
- ✓ S6 - Posted Auxiliaries without benefits
- ✓ S7 – On Call Auxiliaries
- ✓ ST – Student Assistants and Co-op Students
- ✓ F5/F6 – Time sheeted (NR1) Faculty
- ✓ CP – Time sheeted Casual Service Contract employees.

What are the expectations

What Payroll needs from DBM's and WHY

Paperwork for each employee needs to be submitted in time so that payroll can pay the employee.

When an employee starts, their start up package needs to be submitted to HR, not to payroll. While both HR and payroll department are under tight time lines they make every effort to ensure that everyone is paid on time. However, if the paperwork arrives too late to HR they cannot guarantee processing it in time for payroll. HR needs to receive the paperwork **minimum 3 weeks before the effective date of the change** to be able to enter all the new information into Banner, preferably sooner. During the semester start up HR requires the paperwork one month prior.

- ✓ The information submitted to HR needs to be correct, if it is not correct HR cannot pass it onto payroll and the employee does not get paid.
- ✓ Any employee changes need to be submitted to HR as soon as possible. **Delays can cause delays in pay, incorrect pays or overpayments.**

What are the expectations

What Payroll needs from DBM's and WHY

Timesheets need to set up and approved by the deadlines

- ✓ If there is an issue with a web time sheet it can hold up the payroll for everyone. Timesheet issues will not come to payroll's attention until after the 9:30 am deadline on Monday and payroll will have limited time to address these issues. That is why it is very important the approvers make sure that the time sheets are correct prior to approving.
- ✓ The web time entries are detailed in Banner but any manual timesheets entered will only show bi-weekly totals. Reports will also be limited by having only bi-weekly totals in the manual timesheets. This is important especially at year end.

What are the expectations

What Payroll needs from DBM's and WHY

After the payroll is processed the DBM's will need to review the payroll entries

It is up to the DBM's to verify that the employees who were supposed to be paid were paid correctly and that employees who should not be paid were not. **Each department receives a Labour distribution report from Banner after the payroll has been processed.**

There is also a **FAST report** called **Current year budget by position** which is available to all DBM's and should be reviewed on a monthly basis to find any discrepancies. If there is a discrepancy between the budgeted amount and payroll entries the discrepancy needs to be investigated right away, so that issues can be corrected. If the discrepancies are not investigated, this could result in employees being charged to incorrect cost centers and overpayments happening. To correct these errors it affects multiple departments and is very labour intensive to correct them.

Payroll Team

PAYROLL SERVICES

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Roland Bayocot, PCP Payroll Officer	Faculty Regular - Full-time and Part-time (H-N) Non-Regular Type 1 (H-N) Non-Regular Type 2 (H-N)	2241
Sagarika Malhotra, PCP Payroll Officer	Faculty Regular - Full-time and Part-time (A-G) Non-Regular Type 1 (A-G) Non-Regular Type 2 (A-G)	2662

Q&A

You have

Questions

We have

Answers

