



To: UTM Department Managers
UTM Business Officers and Office Staff

From: UTM Payroll – Human Resources Department

Date: May 8, 2019

Re: **UTM Payroll Deadlines and Payroll Contact update – May 8, 2019**

UTM Payroll Deadlines and Payroll Contact update – May 8, 2019

Guideline to [UTM Payroll Deadlines](#), submission process and Payroll contact by employee last name.

Attached is a document containing the UTM payroll deadlines and respective payroll contact by employee last name. Although these are posted on our [UTM payroll web site](#), we thought it would be helpful to send this in a format you can keep handy.

We would appreciate that you share this document with anyone in your department who completes and submits payroll related documentation for payroll processing, to ensure that document are submitted well ahead of or by the payroll deadlines.

Below are a few checklist reminders when submitting payroll related documentation for payment processing:

1. Use the [HR Mail Confirmation](#) as cover page to the payroll related documentation that is being submitted and/or dropped off to HR office. Including the HR Mail Confirmation will allow HR to provide confirmation for paperwork received and identify missed payment forms before pay close.
2. Ensure for all new or returning contracts, that we have at least some of the information listed below for each employee, so that we can verify that we have the correct employee record before processing a payment. Sometimes there are multiple records in the system and having additional information will help us to ensure that the payment is made to the right employee.
 - Social Insurance Number
 - Copy of work or study permit visa for 900 series Social Insurance

Number

Note: *Anyone who has a social insurance number that starts with a "9" must provide a copy of their valid Work or Study permit visa. For any returning employees, it is necessary for them to include their renewed permit with the contracts. Without this documentation, the system will not allow us to process any payment or produce a UTORid letter.*

- Date of Birth
- Student Number
- Address
- Banking Information for direct deposit

If your department does not have a form to gather the above information, please use the [Employee Information Form](#) available on our UTM payroll website.

3. Always provide the correct **account numbers** (Cost and Fund Centres) and account numbers combination on timesheets, payments forms and contracts. This will save us time and will minimize incorrect postings.
4. Review your payroll distribution report on a monthly basis and notify payroll of any cancellations, adjustments and corrections as soon as possible, but no later than the next pay close.
5. Please send completed contracts over as soon as possible. **Avoid scanning and/or faxing the contracts** as we have experienced missing and/or duplication of forms. Instead, **drop them off at HR Academic Annex (AA) Room 112 or send by campus mail.**
6. Lastly, please adhere to the UTM payroll deadlines for biweekly and monthly pay schedules. This allows our office to process UTM's payroll timely and accurately. We cannot guarantee that documents received after the deadline will be processed in time for the next pay.

In some cases, it may be possible to do an off-cycle payment; in those cases; the fee of \$75.00 will be charged to your department.

Any question, please contact:

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