

Payroll Process Guidelines for CUPE 3902 Unit#5 PDF Employee Group

– St George Campus (revised June 2016)

Name of Process: Departmental PDF Payroll for Unit 5 Employees

Purpose: To process payroll for CUPE 3902 Unit 5 PDF employees

Scope: This process is revised to reflect the change related to the recent change made to the Unit 5 PDF payroll process. Trainees are dealt with exclusively by SGS and the Departments.

Department Payroll Processor Responsibilities

- Collect and complete the new hire or contract renewal documentation per payroll documentation checklist(revised), and forward the electronic copy to Central Payroll Services before published payroll deadline;
- Maintain the changes approved by PI per Info Type chart attached;
- Track absences (vacation, or other leave of absences except maternity/parental leave) in HRIS
 - Based on information approval from PI
 - Update IT2001 for eligible paid or unpaid absences outlined in the collective agreement
- Ensure the contract ending date does not exceed the work permit expiry date;
- Ensure the salary amount is in line with the founding;
- Add teaching payments (WT0115) as needed based on Unit 1 offer letter to on-line under IT 0014 (Recurring Payments), or IT0015 (Additional Payment)
 - Where the PI has exercised his or her discretion to reduce the FTE and/or salary as a result of the PDF taking up teaching under CUPE 3902, Unit 1, advise LR Specialist and forward a copy of the new offer letter;
- Process other non-pdf related payment under Info Types 0014/0015, i.e. scholarship, USW casual payments, etc.
- Business Officers must run monthly audit on Unit 5 contract end dates in their org units and inform Central Payroll services before payroll deadlines, if –

- A new contract is coming before pay deadline each month and submit the documentation to Central Payroll Services per Checklist; or
- Notify Central Payroll Services if the contract needs to be ended per contract term.
- Run Monitoring Tasks to perform monthly audit for the following –
 - Work Permit/SIN Expiry Date
 - Contract Ending Date
 - Cost Distribution, etc.
- Notify the Labour Relation Specialist if any of the following situation occur –
 - PI reduced contract rate before the ending date
 - Change the employee to T4A trainee before the contract ending date
 - FTE% change from the current contract
 - Immigration issues
 - PI terminated the PDF before contract ending date(involuntary termination)

Central Payroll Services Responsibilities

- Perform regular payroll functions as indicated on the Info Type Chart, including new hire, contract renewal, position change, deactivation, re-activation, etc.
- Process ROE upon employee's termination/leave upon request
- Process Maternity/parental leave
- Benefits enrollments on new hire
- Provide payroll related answer or solution to the department
- Monitor payroll transactions and provide auditing tasks on the regular basis
- Perform other central payroll functions as needed, i.e. Off cycle
- Provide payroll guidelines and advice related to employee's income tax, source deduction, tax waiver, T4, etc.

Labour Relation Responsibilities

Provide advice to the divisions when one of the following occurs –

- PI reduced employee's current contract rate

- Change the employee to T4A trainee before the contract ending date
- Reduce FTE% from the current contract
- Immigration issues
- PI terminated the PDF before contract ending date(involuntary termination)
- First point of contact to the divisions for union related questions or issues.

PDF Office / School of Graduate Studies

- Primary contact to PDF and provide general advice and support;
- Conduct orientation/welcome session for PDF, i.e. Library access, health care.
- Deal with department regarding PRS inquiries, i.e. offer letter, PDF registration process.
- UHIP Administration

Reference Documents

- Collective Agreements
 - CUPE Local 3902 Unit 5
 - CUPE Local 3902 Unit 1
- Payroll Schedule
- Info Type Chart
- Policies
- ESA

Contact Information:

Central Payroll Services: PDFpayroll@utoronto.ca

Labour Relations: hana.saleem@utoronto.ca

SGS PDF Office: postdoctoral@sgs.utoronto.ca