University Employees:

Like a significant number of employers in Saskatchewan, the University of Regina has operated under an exemption in the old Labour Standards Act that allowed us to pay all of our employees on a monthly basis. With the passing of the new Saskatchewan Employment Act (section 2-33), all employees who are not paid a monthly salary will have to be paid bi-weekly or semi-monthly by July 1, 2018.

As you are aware, the University has a significant number of employees who are paid on the basis of an hourly wage, specifically CUPE 5791 and CUPE 2419. As a result, we will need to move these employees to a new pay cycle.

The University does not have adequate human or system resources to operate two payroll cycles. Therefore, we have come to the same conclusion as many Saskatchewan employers and will be moving to a single bi-weekly payroll cycle for all employees. It is our plan to move to this new bi-weekly pay schedule January 1, 2018 which will align with the new tax year.

We wanted to start messaging the change early as many of our employees have designed key payments to be coming out of the first of the month and will need to start thinking about their arrangements.

This change means we will be running payroll 26 or 27 times a year from the current 12 times which will mean a different work cycle. We have a number of initiatives to alleviate the impact of these changes:

- The recently implemented sessional hire workflow that electronically connects the People Admin E-recruit system and Banner HR, streamlining the hiring process and completely eliminating paper
- A student hire workflow that will adapt the principles of the sessional hire workflow to all student and non-union employees
- A new more efficient electronic time card system that will replace Web Time Card and include all jobs still submitting paper time cards
- A new record of employment (ROE) system that will automate ROE preparation

Glendon Rolston, Director of Payroll Services, will oversee this work and a project team will be established. As the initiative moves forward we will provide updates.

Thank you for your support.

Kelly Kummerfield
Associate Vice-President (Human Resources)