CUPE 5791 Pay Timing Clarification - Bi-Weekly Payroll Update

Human Resources is receiving a lot of questions from salaried CUPE 5791 employees on how their current monthly payroll works. There seems to be a common misconception that there is two-week lag or delay on CUPE 5791 payroll.

CUPE 5791 salaried employees are paid their regular salary and most premiums on-time. When you received your September pay on September 29, 2017 that pay was for the days worked from September 1-30, 2017.

However, CUPE 5791 time card reporting is delayed by two weeks. The time card connected to September pay included leave adjustments, overtime and some premiums from August 16 to September 15, 2017. Items that operate on a delay include:

- Vacation time
- Sick time (including doctor's and dentist appointments)
- Float time
- Shift premiums (UHP)
- Overtime
- Personal leave
- Asbestos pay premium
- Audio visual services premium
- Spray paint premium
- Taping premium

All items not listed above are paid on-time in the month that they are earned.

The delay or lag in time card processing often leads CUPE 5791 employees to think that their pay also operates on a delay or lag. That is NOT the case. We felt it was important to quickly address this misunderstanding to ensure that you had accurate information for making decisions regarding the bi-weekly payroll conversion advance.

Bi-Weekly Conversion Impact for CUPE 5791 Salaried Employees

On December 29, 2017 CUPE 5791 employees will be paid their regular salary covering the period of December 1-31, 2017. That payment will include overtime and other premiums that operate on a delay for the period of November 16 to December 15, 2017.

The overtime and other premiums that operate on a delay that were earned between December 16-31, 2017 will be paid out on the first bi-weekly pay day of January 12, 2018. Leave balances for time taken during this period will be adjusted early in January 2018.

What if I have already opted out of the conversion advance and I want to change my mind?
If this information changes your decision on whether you need the advance and you have already submit your opt-out form, please contact the payroll group payroll@uregina.ca no later than November 30, 2017 and we will be happy to return your opt-out form.

Where can I find more information about the bi-weekly conversion advance?
All communications regarding bi-weekly payroll will be posted to the Human Resources website. There you can find the advance regulations as well as the opt-out form.

**Have more questions?**
Please feel free to contact us with any questions or concerns:

Heather Anderson, CPA, CMA, PCP  
Payroll Systems Analyst  
Payroll Services, Human Resources  
University of Regina  
3737 Wascana Parkway  
Regina, SK S4S 0A2  
Email: heather.anderson@uregina.ca

Glendon Rolston, CPA, CGA  
Director, Payroll Services  
Human Resources  
University of Regina  
phone: (306) 585-5152  
email: glendon.rolston@uregina.ca