Subject: Bi-weekly Payroll Update – Important Dates

In April 2016 we announced that the University is required to move to a bi-weekly payroll cycle on January 1, 2018. If you missed that announcement, you can view it and any subsequent communications on the Human Resources website.

The conversion date is fast approaching and there are many important dates and deadlines in December 2017 and January 2018 that both employees and administrators need to be aware of. Human Resources has prepared a list of important dates:

December 1, 4, 7, 12, 13, 19, 20
- Banner Web Time Entry Training for CUPE 5791 Exception Time Entry/Approval
- These training sessions are also offering a sneak peek at the Hourly Time Card system

December 1, 2017
- Advance Calculation and letter preparation

December 11, 2017
- Deadline for paperwork for December monthly payroll. Workflows should be completed up to the supervisor approval by this date.

December 15, 2017
- Deadline for Conversion Advance Opt-out
- Deadline for time cards for December monthly payroll

December 22, 2017
- Deadline for time cards for the period of December 16-31st (for those not working over the break) Note: For CUPE 5791 employees using Web Time Card this is the 2018 Pay No. 1 time card and will appear to contain January time. DO NOT include any January exception time on this time card. All January time must be recorded in the new system.
- Any re-appoints received by this date who are eligible for the conversion advance will receive it and will be given the chance to opt-out. Any received after this date will be handled on a case-by-case basis at the request of the supervising manager (up to January 2nd)

December 27-31, 2017
- Banner system bi-weekly conversion

December 29, 2017
- Final Monthly Pay Day

January 2, 2018
- Deadline for time cards for the period of December 16-31st (for those working over the break) If you miss this deadline, the time/leave adjustments won't be paid/completed until the January 26th pay day
- Paperwork deadline for first bi-weekly pay (including re-appoints). Workflows should be completed up to the supervisor approval by this date.

January 3, 2018
- 2018 TD1s available for entry. Note: TD1s will be re-set to the basic exemption amount this year (and every year following as it is industry best practice). Anyone who has
additional tax taken off or who has tax exemptions (ie children under 18) above the basic amount need to complete a new TD1 by end of day January 8, 2018.

January 5, 2018
• TLC Drop-In session available for assistance with time card entry and approval in the new systems.

January 8, 2018
• Time Card deadline for first bi-weekly pay. Time Entry is due at 11:59 am. Note: all time cards are now electronic in the 2 systems available through UR Self-Service
• TLC Drop-In session available for assistance with time card entry and approval in the new systems.
• TD1 deadline to make first bi-weekly pay

January 12, 2018
• PAY DAY! (time card hours for December 16-31st and the Conversion Advance will also be paid on this day)

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