Bi-weekly Payroll Update – Advance Opt-out Deadline

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.

Just a reminder that the bi-weekly conversion advance opt-out forms are due in Human Resources at the end of the day Friday, December 15, 2017. To find out more information about the advance, please click on the link above.

On December 4, HR sent every salaried employee who qualified for the advance (who hadn’t already opted-out) a letter outlining the advance and repayment amount. Salaried employees who did NOT qualify should have received an email outlining why they did not qualify. If you have not receive either a letter or an email, and were expecting the advance, please contact Human Resources.

Other Important Dates:

December 13, 19, 20 - TIME CARD TRAINING
• 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 15, 2017 - TIME CARD & ADVANCE OPT-OUT DEADLINES
• Deadline for Conversion Advance Opt-out
• Deadline for time cards for December monthly payroll

December 22, 2017 - TIME CARD DEADLINE
• 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 29, 2017 - PAY DAY
• Final Monthly Pay Day

January 2, 2018 - TIME CARD DEADLINE
• 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 TD1 FORMS AVAILABLE
• 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 (i.e., children under 18) above the basic amount need to complete a new TD1 by end of day January 8, 2018.

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

January 8, 2018 - TIME CARD & TD1 DEADLINES
• 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
• 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:

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