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.

IMPORTANT: If you supervise student or casual employees, please forward this email to them. They may not be receiving emails from the Deans and Director’s list.

2018 PAYROLL CALENDAR
Please take a copy of the 2018 payroll calendar. The payroll calendar outlines pay days, deadlines and holidays for the 2018 calendar year.

TIME CARDS FOR THE PERIOD OF NOVEMBER 16 to DECEMBER 15
All time cards for December payroll should already have been submitted to Payroll. Any time cards received for December or prior pay periods will now be paid on the first bi-weekly pay, January 12, 2018.

TIME CARDS FOR THE PERIOD OF DECEMBER 16 to DECEMBER 31
We are asking that all approved time cards for CUPE 5791, CUPE 2419 and non-union hourly employees who DO NOT work over the Christmas break be delivered to Human Resources by the end of day December 22, 2017.

Approved time cards CUPE 5791, CUPE 2419 and non-union hourly employees who DO work over the Christmas break should be delivered to Human Resources by the end of day January 2, 2018.

Meeting these deadlines will ensure your pay is included on the first bi-weekly pay, January 12, 2018. Time cards for the above mentioned period received after January 2, 2018 will be paid on the second bi-weekly pay, January 26, 2018.

Time cards for this period should be completed using the old method: Web Time Card for CUPE 5791 and paper time cards for everyone else.

OTHER IMPORTANT DATES:
December 29, 2017 - PAY DAY
• Final Monthly Pay Day

January 2, 2018 - PAPERWORK DEADLINE
• 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 (ie 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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