



Established: 21 June 2011

PAYROLL DOCUMENTATION

Purpose

Identifying standard documentation to support monthly payroll requests submitted to the time keeper and the DCIE approver. The documents aim at providing solid backup for payroll data entry and a tool to ensure the data are validated.

Policy

Payroll submitters are requested to provide the monthly payroll form (spreadsheet) every month. At the beginning of each academic year or every time a change in salary occurs, the HR Generalist will provide the DCIE payroll approver with a copy of the offer letter noting the hourly rate established for each part time faculty or lecturer. For full time faculty the HR Generalist will provide the letter of appointment at the beginning of each fiscal year or when the faculty is first hired.

In case of a full time faculty overload, the payroll submitter should outline the calculations determining the applied rate.

When a substitution occurs, a copy of the leave request along with a memo from the substituting faculty should be included with the monthly payroll. The HR generalist will provide this documentation.

Record of payroll should be maintained at the department level and will encompass the monthly payroll form along with supporting documentation to include the revenue the course generated and the number of hours for which each faculty has been compensated.

These records should be retained as prescribed by UM policy and may be subject to audit by DCIE Business Operations department.

Procedure

Payroll documentation should be submitted by the third working day of each month to allow sufficient time for data entry and approval through all UM levels.

In conjunction with holidays or special circumstances, the date of submission may be anticipated.

References

UM policies referencing payroll and disbursement can be viewed at the following links:

Payroll Policies

[Payroll Disbursement](#)