



**1.00 Application of Policy**

- 1.01 This policy was adopted by University of New Brunswick Financial Services to establish a framework for processing payroll manual cheque/advance requests.
- 1.02 Financial Services will produce payroll manual cheques/advances as outlined in this policy statement.
- 1.03 Financial Services has ultimate authority and responsibility to restrict the issuance of payroll manual cheques/advances for only those purposes deemed to be appropriate.
- 1.04 Financial Services agrees to automatic submission and processing of all manual cheque requests required as a result of an HR/Payroll error with no cost to be borne by any departmental unit that may be affected by said error.

**2.00 Definitions**

***Manual Cheque***

- 2.01 A manual payroll cheque is a payment outside of the normal pay cycle process that requires manual intervention and special cheque production. To produce a manual payroll cheque, all information must be entered by Human Resources & Organizational Development (HROD) into the HR module of Datatel.

***Advance***

- 2.02 An advance is a request for funds prior to the next payroll pay date. The advance is a cheque produced by Accounts Payable with an appropriate Employee Receivable set up indicating that the employee owes UNB the money. The advance amount will be deducted from a future payroll date(s). Pertinent information regarding employment income does not need to be in the HR module to produce an advance.

**3.00 Manual Cheque Requests**

- 3.01 A manual cheque request form must be completed and submitted to Payroll Services. The form is located on the Financial Services web site at: [http://www.unb.ca/financialservices/resources/pdf/payroll/payroll\\_manual\\_cheque\\_request.pdf](http://www.unb.ca/financialservices/resources/pdf/payroll/payroll_manual_cheque_request.pdf)

- 3.02 Financial Services will process manual cheque requests submitted by departmental management after the posted payroll cut-off dates and prior to the actual pay period date in question, on an ad hoc basis.
- 3.03 After investigation and determination that paperwork is in HROD, Financial Services will advise the requester that a manual cheque is possible and that an administrative fee will be applied. This administrative fee is to cover the additional unfunded resources (in most cases overtime) to complete the work.
- 3.04 The administrative costs to the departmental unit will be applied via journal entry transfer as prescribed below:
- the delinquent paperwork must be reviewed and approved by Budget and Academic units as normally required prior to submission to Human Resources;
  - all pertinent information must be included from the new employee;
  - HR Staff must enter the required information into the HR module; and
  - Payroll Staff must produce the manual cheque from Datatel.

Total administrative cost to be applied to the departmental unit in making the request will be \$50.00.

#### 4.00 Advance Requests

- 4.01 When a manual cheque request is received after the pay cycle end date, and payment is required immediately, and it is determined after investigation by Financial Services that an advance is warranted, a multi-step process is required involving Accounts Payable, Employee Receivables and Payroll Staff. Financial Services will advise the requester that an advance is possible and that an administrative fee will be applied. This administrative fee is to cover the additional unfunded resources (in most cases overtime) to complete the work.
- 4.02 The administrative costs to the departmental unit will be applied via journal entry transfer as prescribed below:
- an employee advance must be issued, approved and a special manual cheque processed by AP staff to pay the individual;
  - an Employee Receivable must be established by Accounts Receivable staff for the advance amount;
  - a payroll deduction must be established by the Payroll Staff for the amount of the advance to be deducted on the next pay cycle; and

- the Employee Receivable account must be reconciled at the end of the month by the ER clerk.

Total administrative cost to be applied to the departmental unit in making the request will be \$100.00.

## 5.00 WebTimeEntry@UNB

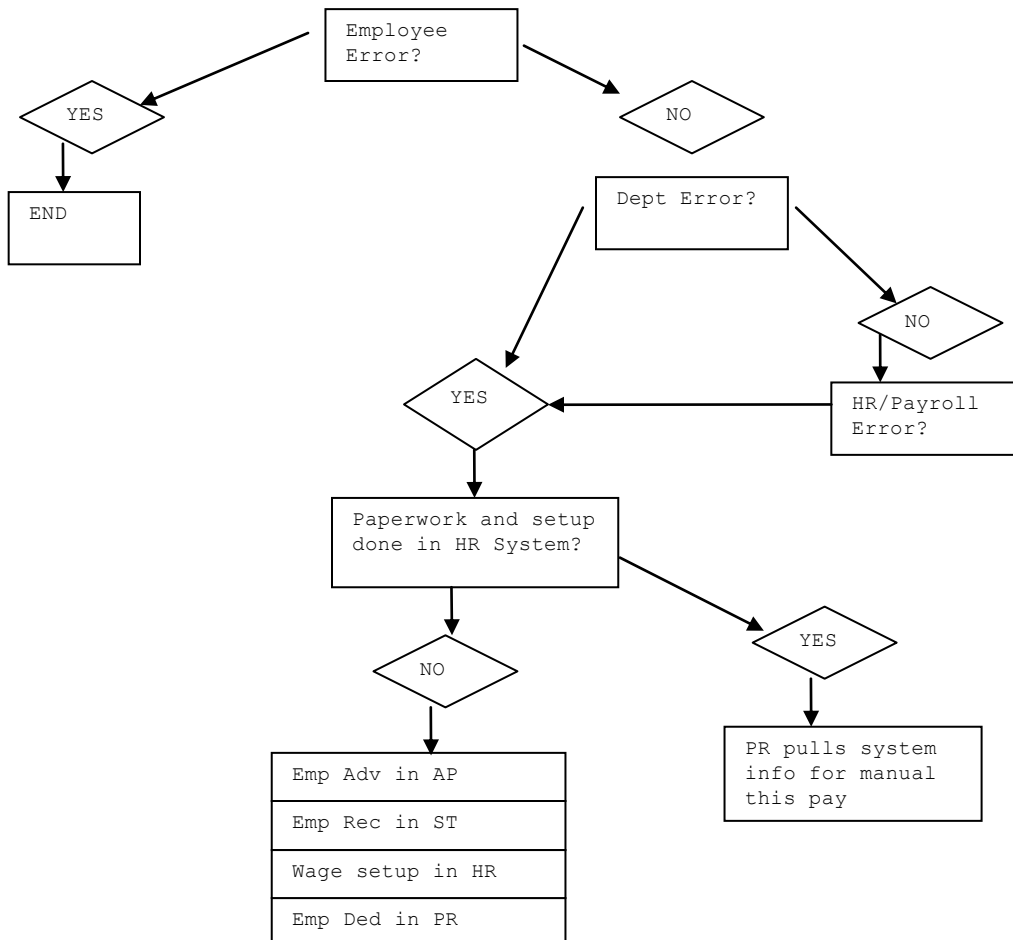
- 5.01 UNB uses a web based timesheet processing system called *WebTimeEntry*. A report is generated prior to payroll processing that indicates supervisors who have neglected to electronically approve employee timecards. Only hours electronically signed by supervisors can be accepted by the system for payment to employees.
- 5.02 Should supervisors neglect to approve employee electronically signed submitted time, Payroll will be required to produce a manual cheque for the employee. The charge of \$50.00 per manual cheque produced will be applied to the department via journal entry without exception.
- 5.03 A report is also generated prior to payroll processing that indicates employees who have neglected to electronically sign their timecard. Supervisors are still able to approve this time but will have not received notice to do so. If an employee does not get paid in this circumstance, there is no automatic requirement that Payroll process a manual cheque. Departments wishing for those employees to still be paid are required to follow Section 3 of this policy if they are willing to assume the \$50 processing fee.

## 6.00 Authority to Assign Fees

- 6.01 Financial Services will charge the responsible department an administrative fee for manual cheque or advance processing. This charge will be applied via journal entry chargeback.

## 7.00 Interpretation of Policy

- 7.01 Questions about the interpretation of this policy, or its application to specific cases, should be directed to the Director of Financial Services & Assistant Comptroller.



| Employee Errors                               | Department Errors                          | HR Errors                                                 | Payroll Errors                |
|-----------------------------------------------|--------------------------------------------|-----------------------------------------------------------|-------------------------------|
| No notification to Payroll of Banking changes | Incorrect GL coding                        | Underpayment due to over deductions of benefits           | Incorrect tax applied on EPOV |
| No TD1 Exempt status on file                  | Missing TD1                                | Overpaid due to late termination paperwork                | Incorrect bank setups         |
| Employee did not electronically sign timecard | Missing SIN                                | Overpayments of vacation payouts or retirement allowances |                               |
| Expired Visa                                  | Expired Visa                               |                                                           |                               |
|                                               | Missing Supervisor Approval - WebTimeEntry |                                                           |                               |
|                                               | Missing Approval on Staff Change Forms     |                                                           |                               |