

A communication from the Pay Administration (HR Systems) Group
Human Resources and Organizational Development

May 14, 2020

Hope everyone is doing well and staying healthy!

As things evolve while working from home, we will be periodically tweaking some of our processes to ensure timeliness, accuracy and efficiency.

Please take note of the following:

- When sending any documents to the HR Systems area, please send it to only one of us - Elaine Pond, Stacey Goodine or Lori Bigger, whoever is your Departmental contact. For those departments that would normally have Nicole Stairs as your contact you should follow the list below to see if you should send your documents to Stacey Goodine or Elaine Pond. For those of you who don't know who your contact is, the official list is posted on our [Human Resources Website](#).

We are asking you to send to only one of us because when using the secure file drop, we cannot tell who is getting the form(s), creating the possibility of duplicate payments.

When you are having new employees provide us with TD1 forms and Banking Information, please ensure they also submit the **Payroll Direct Deposit Authorization Form** together with a **'void' cheque or the printout from their online banking form for Employers**. The Form can be found [here](#).

- **Until further notice the following departments who would normally send documents to Nicole should send their documents to Stacey Goodine:**

Admin. Trust & Treasury
Aitken Centre
Associate VP's Office
Faculty of Kinesiology – Departments within
Faculty of Law
Faculty of Nursing
Financial Services
Government Relations
Human Rights Office
Humber College
Law Library
M. McQueen Fergusson Centre

President's Office
The Hellenic Centre
University Book Store
Office of Experiential Education

- **Until further notice the following departments who would normally send documents to Nicole should send their documents to Elaine Pond:**

Animal Care
Applied Stats Centre
Canadian Rivers Institute
Faculty of Science – Departments within
Faculty of Arts – Departments within
Psychology Wellness Institute
Residential Life & Conferences Services
Security & Traffic