

TO: All UFV Faculty and Staff
FROM: **Betty Poettcker**, Director of Finance
SUBJECT: **FINANCE WELCOME**

Welcome to UFV! We look forward to meeting you and helping you with any questions you may have in the areas of payroll, accounting operations, budgeting and financial reporting. We have included some basic information to introduce you to our payroll and expense claim procedures.

Please visit the Finance website at: www.ufv.ca/finance for further information regarding our department.

PAYROLL INFORMATION

- Pay periods are semi-monthly; you will be paid on the 15th and the last day of each month
- Having your pay directly deposited to your bank account is significantly more efficient. If you choose, your deposit can be split into a maximum of 3 separate bank accounts. The direct deposit authorization form is available online at www.ufv.ca/finance/forms.
- Historical pay information and T4's can be viewed online from within "MyUFV" in the "Employee Information" section.

The payroll office is located on the Abbotsford campus in building A, room A291. Please stop by within the first few days of your arrival to say hello and to drop off your pay deposit information and TD1 information.

EXPENSE CLAIMS

The University will reimburse its employees for reasonable travel and other expenses incurred while on University business, approved in advance. In keeping with University's status as a publicly funded institution, it is the responsibility of each employee to exercise judgment and moderation with reference to such expenses.

- Expense claims should be claimed on an approved University Expense Report Form no later than 30 days following the expenditure. Forms and further instructions are available at www.ufv.ca/finance/forms.
- All expense claims must be supported by **original detailed** receipts and a brief description of the purpose of the meeting or trip, and approved by the appropriate administrator or designate.
- Expense claim payments are directly deposited to the same bank account as your pay unless otherwise instructed on your Expense Claim Form. Payment details can be viewed online from within "MyUFV".

Want to know UFV's guidelines on mileage rates, travel advances, meal per diems, gratuities, and reimbursement for alcohol? Check out our expense claim guidelines at: <http://www.ufv.ca/finance/accounting-information--policies/expense-claim-guidelines>.

If you have any further questions regarding reimbursement for expenses, please contact Accounts Payable at extension 4524 or 4009.

PAYROLL INFORMATION FOR NEW EMPLOYEES

UFV has 24 pay periods per year, with paydays being on the 15th and the last day of each month. If the 15th or last day of the month falls on a weekend, the payday will be the Friday before the respective weekend.

For salaried employees, the pay periods are from the 1st to the 15th, and the 16th to the last day of the month. There is no “time holdback”, therefore, for example, on the 15th, your pay will include all time up to and including the 15th.

For hourly employees, the pay periods are generally from the 23rd of last month to the 7th of the current month for the 15th payday, and from the 8th to the 22nd of the current month for the month end payday. Timesheets must be signed, approved, and submitted to payroll one week before the pay deposit date (payday). Late timesheets will be paid on the following payday.

Timesheet due dates and the payroll schedule are printed on the back of all timesheets, and are also available online at <http://www.ufv.ca/finance/forms>. Please ensure you allow sufficient time for your supervisor to sign your timesheet before the due date.

If you have another job outside of UFV, you may want to adjust your TD1 and TD1BC to ensure that sufficient tax is deducted (thereby avoiding having to pay additional taxes on your income tax return). If you have more than one job, and are earning more than the basic exemption amount per year in total, claim the exemption on only one job, usually the highest paying one. If your TD1 claim amount is anything other than the basic personal amount, a new TD1 should be submitted each January reflecting any required changes.

Having your pay directly deposited to your bank account is significantly more efficient for you as well as for us. Your direct deposit can be split into up to 3 separate bank accounts, for your convenience, based on either a flat amount or percentage of total net pay. The direct deposit authorization form is available online at www.ufv.ca/finance/forms.htm

Historical pay information and T4's can be viewed online from within the “MyUFV” link on the UFV website (www.ufv.ca).

The payroll office is located on the Abbotsford campus in building A, room A291, and is open from 8:30 AM to 4:30 PM, Monday to Friday.

For payroll inquiries, please contact us at extension 4018, 4594 or 4525.