

July 2017 Change in Pay Cycle - Q&A Timesheet Employees CUPE 4207 Unit 1 and 3, CUPE 2220, IATSE and OSSTF

What is the change in pay cycle that will occur for the employees identified above?

To create alignment with other bi-weekly pay groups, there are some changes occurring to the pay cycle for timesheet employees in the groups identified above. All timesheet employees in these groups will change to a bi-weekly pay cycle with a one-week lag. In this cycle, there will be a lag of five (5) calendar days between the Pay Period End and the Pay Date. The lag time provides supervisors and employees proper time to provide payroll related changes to Payroll staff before the pay is processed. It also allows Payroll staff to conduct all necessary checks and balances so that the pay is processed accurately and the bank file is transferred to the bank on time for direct deposit.

The pay date will remain every other Friday; however, will be moved to the alternate Friday to what it is currently.

A detailed pay schedule for calendar year 2017 is appended to the end of this Q&A document for your reference.


How are the above-mentioned employees currently paid?

Employees identified above are currently paid in the following manner:

Bi-weekly with a two-week lag - timesheets are submitted every two weeks by the employee, processed and paid two weeks after the pay period ends. For example, timesheets submitted for the period of March 5, 2017 through March 18, 2017 were paid March 31, 2017.

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Pay Period																											



PAY DATE

Why is Brock University changing the pay cycle?

Streamlined deadline dates - The pay cycle is changing to align with other pay cycles at the University. Having more employees on the same pay cycle with the same payroll deadline dates will make it easier for supervisors and employees to understand and remember what dates they must have payroll related changes submitted to Payroll in order to have those changes enacted prior to the next payroll being processed. (i.e. employee changing banking information or supervisors notifying Human Resources of changes to contracts).

Greater administrative efficiency - Having more employees paid on the same pay cycle with the same payroll deadline dates will support greater administrative efficiency for Payroll staff and allow for more streamlined communication to employees. The change will support cash flow planning for staff who have multiple positions as they will receive pay for all positions on the same day.

How will the transition to the new pay cycle occur?

The month of July 2017 will be a transitional month. The chart below illustrates the last pay period and pay date on the current pay schedule for the above-mentioned employees. (June 11, 2017 - June 24, 2017)

June														July												
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7
Pay Period																										

↑
PAY DATE

Payment for the first new pay cycle, June 25, 2017 - July 22, 2017 will be paid on Friday, July 28, 2017. This payment includes all timesheets submitted for a four (4) week period. To ease the transition into the new pay cycle, employees will receive an advance payment on July 14, 2017 which will equal ½ of the net July 28, 2017 pay related to timesheet submissions received by payroll prior to 4:30 pm, on July 10, 2017. This advance payment will be in the form of a cheque which will be provided to employees that have earnings during this time period. The chart below illustrates the first pay period and payments on the new pay cycle.

June														July												
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Pay Period																										

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ONE TIME ADVANCE PAYMENT

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PAY DATE

All payments thereafter will be made in accordance with the regularly scheduled bi-weekly pay schedule appended at the end of this document and posted on the Payroll website. The bi-weekly payment dates in the month of August will be August 11, 2017 and August 25, 2017.

How will my pattern of payments differ between the current and the new pay cycle?

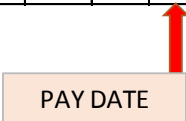
To recap the change, there are two primary differences for these employee groups:

Pay Dates - Pay dates will continue to be every second Friday, but will change to the alternate Friday. The first pay date on the new schedule is July 28, 2017.

One-week lag: The pay date is currently two weeks from the last day of the pay period. The first pay date on the new schedule will be five (5) days from the end of the pay period to the payment date.

The illustration below shows the pay period July 23, 2017 - August 5, 2017; Paid August 11, 2017

July							August																			
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri							
23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11							
Pay Period																										



How do I change pre-authorized payments that I have set up with my financial institution?

Every employee should review pre-authorized payment schedules set up on their bank accounts and contact their financial institution to advise them of the change in pay dates, as necessary. Employees are responsible for ensuring that they have sufficient funds to cover pre-authorized payments and transactions, as well as to pay any related fees.

Do I need to provide new bank deposit information to Payroll?

There is no need to provide updated banking documents to Payroll. Your pay will continue to be deposited into the bank account that Payroll currently has on file.

Does this affect tax deducted from my pay?

The taxes deducted on the bi-weekly payment schedule will continue to align to the government’s bi-weekly tax schedule. The amount of taxes paid overall for the 2017 will be in alignment with your annual earnings and will be reconciled when you submit your tax filing in 2018.

How can I review my pay slip?

As always, you can access your pay slip via your Brock University employee portal. Instructions to access pay slips can be found on the [Payroll Website](#).

2017 Pay Schedule for CUPE 4207 Unit 1 and 3, CUPE 2220, IATSE and OSSTF

Pay Period	Pay Period Start	Pay Period End	Pay Date
1	December 11, 2016	December 24, 2016	January 6, 2017
2	December 25, 2016	January 7, 2017	January 20, 2017
3	January 8, 2017	January 21, 2017	February 3, 2017
4	January 22, 2017	February 4, 2017	February 17, 2017
5	February 5, 2017	February 18, 2017	March 3, 2017
6	February 19, 2017	March 4, 2017	March 17, 2017
7	March 5, 2017	March 18, 2017	March 31, 2017
8	March 19, 2017	April 1, 2017	April 13, 2017
9	April 2, 2017	April 15, 2017	April 28, 2017
10	April 16, 2017	April 29, 2017	May 12, 2017
11	April 30, 2017	May 13, 2017	May 26, 2017
12	May 14, 2017	May 27, 2017	June 9, 2017
13	May 28, 2017	June 10, 2017	June 23, 2017
14	June 11, 2017	June 24, 2017	July 7, 2017
TRANSITION TO NEW PAY CYCLE			
Pay Period	Pay Period Start	Pay Period End	Pay Date
		**One time advance	July 14, 2017
15	June 25, 2017	July 22, 2017	July 28, 2017 **4 weeks of earnings
16	July 23, 2017	August 5, 2017	August 11, 2017
17	August 6, 2017	August 19, 2017	August 25, 2017
18	August 20, 2017	September 2, 2017	September 8, 2017
19	September 3, 2017	September 16, 2017	September 22, 2017
20	September 17, 2017	September 30, 2017	October 6, 2017
21	October 1, 2017	October 14, 2017	October 20, 2017
22	October 15, 2017	October 28, 2017	November 3, 2017
23	October 29, 2017	November 11, 2017	November 17, 2017
24	November 12, 2017	November 25, 2017	December 1, 2017
25	November 26, 2017	December 9, 2017	December 15, 2017
26	December 10, 2017	December 23, 2017	December 29, 2017
1	December 24, 2017	January 6, 2018	January 12, 2018