# SMART PAF

## PAYROLL AUTHORIZATION FORM

UNIVERSITY OF LETHBRIDGE

2018

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# WHAT IS THE SMART PAF?

The Smart PAF is an automated and fillable version of the traditional Payroll Authorization Form, which is easier and faster to view, fill out and submit.

Based on the 'Employment Category', and the type of 'Transaction' required, the Smart PAF only shows the relevant information and highlights the mandatory fields needed for payroll processing.

It also indicates when additional documentation is required, and has validations to ensure your form is complete before approval and submission to HR.

# WHEN CAN I USE THIS FORM?

This form can be used to process payroll transactions related with employees of the following groups:

- APO
- AUPE
- ESS

- Research
- Students (Research)

- Faculty
- Senior Administrator

- Students (Non-Research)
- Non-Classified

# WHEN CAN I NOT USE THIS FORM?

For all "extra work" including teaching sessionals, marking, doing work for researchers, or any other work not related to the specified employee groups, do NOT use the Smart PAF.

- Sessional Lecturers

A unique fillable form has been developed for each faculty and a copy of this is available from the *faculty's Financial Officer*.

- Post Doctoral Fellowship

Payroll uses the registration form as the PAF and it can be found on the *School of Graduate Studies* website.

# WHERE TO FIND THE SMART PAF?

Please open the Smart PAF with Acrobat, Reader or Internet Explorer. If you prefer to work with a different browser, please read the '*How to open the Smart PAF in different browsers?*' section on the Smart PAF – FAQs.

http://www.uleth.ca/hr/documents

The most up-to-date copy of the 'Smart PAF' can be found via the university's Human Resources website under '**Frequently Viewed Documents**.'

Please use the link below to download Acrobat Reader:
https://get.adobe.com/reader/otherversions/

# PAF DEADLINES

PAFs submission deadline is the 8th of every month, in order for the employee to be paid that month.

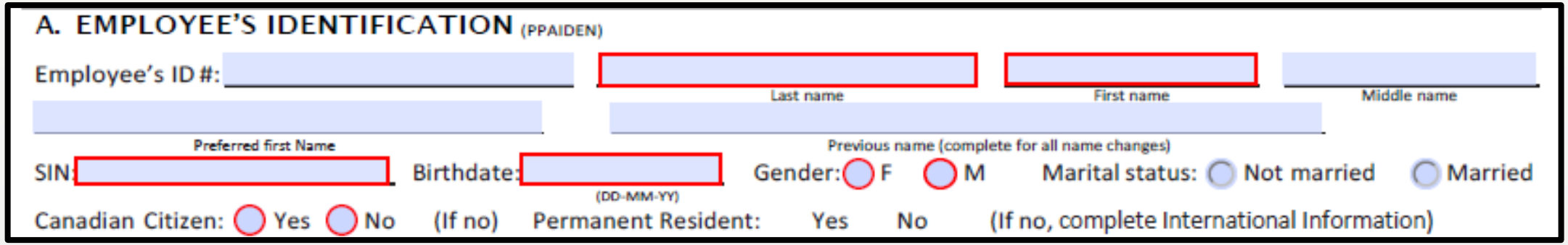
Please see the current payroll calendar for details on exceptions and other important dates.

# HOW TO FILL OUT THE SMART PAF

# HOW TO FILL OUT THE SMART PAF?

1. Select the 'Employment Category'
2. Select a 'Transaction'

Based on your selection, the relevant fields will be highlighted on the form, and the *mandatory* fields will have a red box around them, please make sure to complete them.

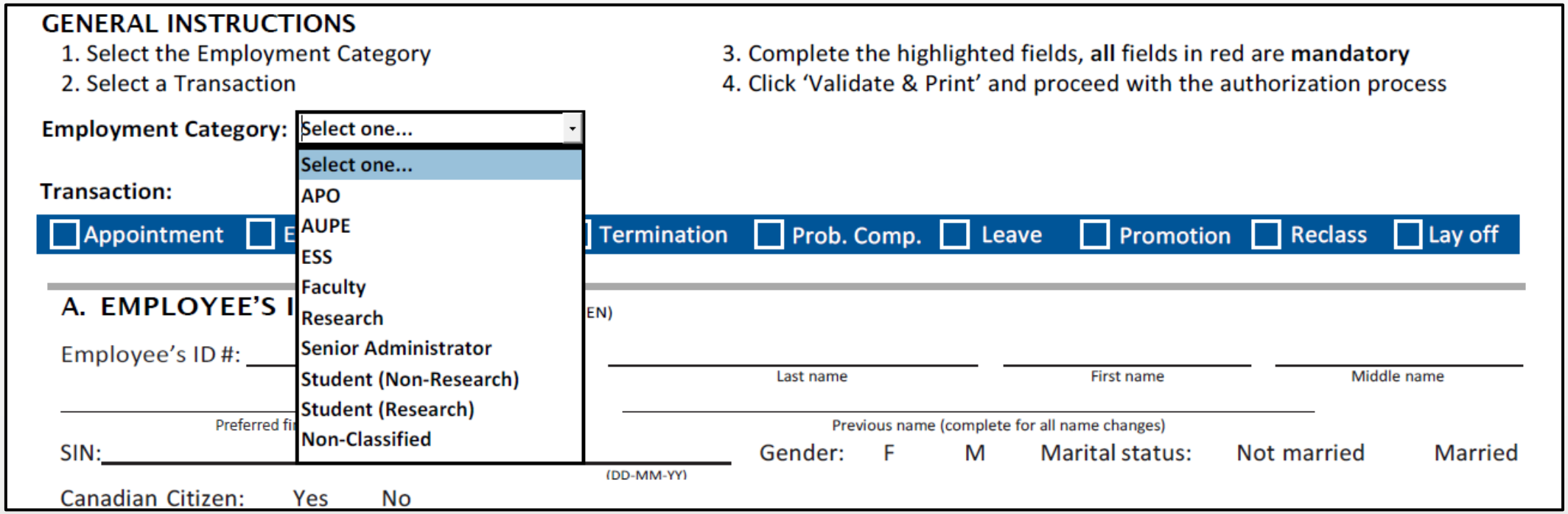



**Note:** If you *can not* see the highlighted fields. Please ensure the checkbox for "Show border hover color for fields" is checked, this can be found under:

- Edit / Preferences / Forms, or
- Acrobat Reader / Preferences / Forms

# EMPLOYMENT CATEGORY

From the drop down menu, please select the appropriate employment category.



# WHICH EMPLOYMENT CATEGORY SHOULD I USE?

- **APO/AUPE/ESS**: This form is to be used for all payments for these groups including stipends, acting pay and special responsibility pay.
- **Faculty/Senior Administrator**: Used for all payments to these groups, including the post retirement contract and stipends.
- **Research/Student Research**: Use this form for all payments from Research accounts and for any position (EXCLUDING Faculty) that is doing research, even if not paid out of research funds, including student research (EXCLUDING Post Doctoral Fellowship*).
- **Student (Non-Research)/Non-Classified**:
  - For all students who are not doing research or paid from research accounts. Please code all student payments to the student account codes (5211 – Student Positions, 5140 – Graduate Assistant, 5150 – Scholarship).
  - Non-Classified is any payment which does not fit into another employment category
  - Lump sum payments are typically a flat rate for work and deemed hours are required for Employment Insurance reasons.
  - One-time payments are **NOT** T4 employment income, payroll reports this income on a T4A.

* For **Post-Doctoral Fellowship**, Payroll uses the registration form as the PAF and it can be found on the School of Graduate Studies website.

# WHICH TRANSACTION SHOULD I SELECT?

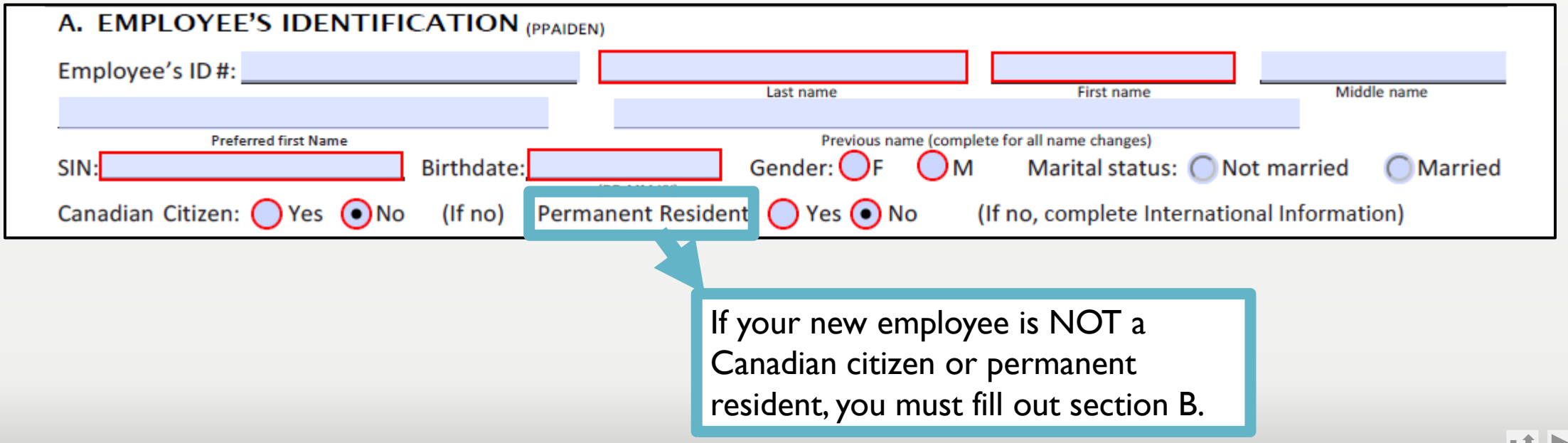
- **Appointment**: Any new appointment, even if the employee has worked or is currently working at the university and moves into a new position.
- **Extension**: Only use this option when there is zero break in service.

  *Note*: For research employees who may be extending positions, but changing the FOAP, please process this as a *change* and note in the comments sections that there was zero break in service.
- **Change**: For any change to rate, hours, or anything relating to the position. Personal information changes such as address or phone number should be completed by the employee via the Bridge.
- **Termination**: End of service with **no** return date.
- **Prob. Comp**: To be completed at the end of the probationary period.
- **Leave**: Any type of leave (sick leave, maternity leave). Please include anticipated return date when possible.
- **Promotion**: Only optional for faculty and senior administration.
- **Reclass**: For any reclassifications please include the PCQ (Position Classification Questionnaire) document # in the comments.
- **Layoff**: For an end of service with a definite or indefinite return date.

# A. EMPLOYEE IDENTIFICATION

For a new appointment, the majority of the employee identification information is required.

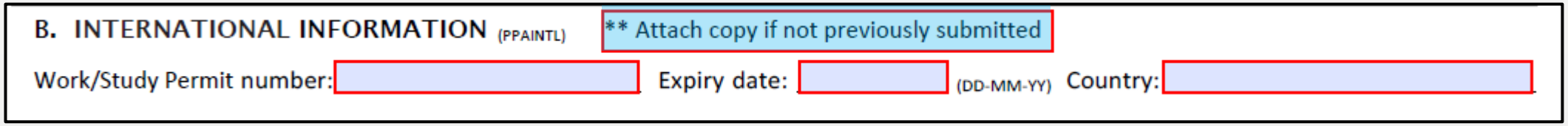
Payroll also requires two pieces of identification for verification purposes, such as birthdate and SIN.



# B. INTERNATIONAL INFORMATION

If the new employee is not a Canadian citizen, and not a permanent resident, section B will become mandatory.

Please attach a copy of the employee's work/study permit, SIN and any additional supporting documents.

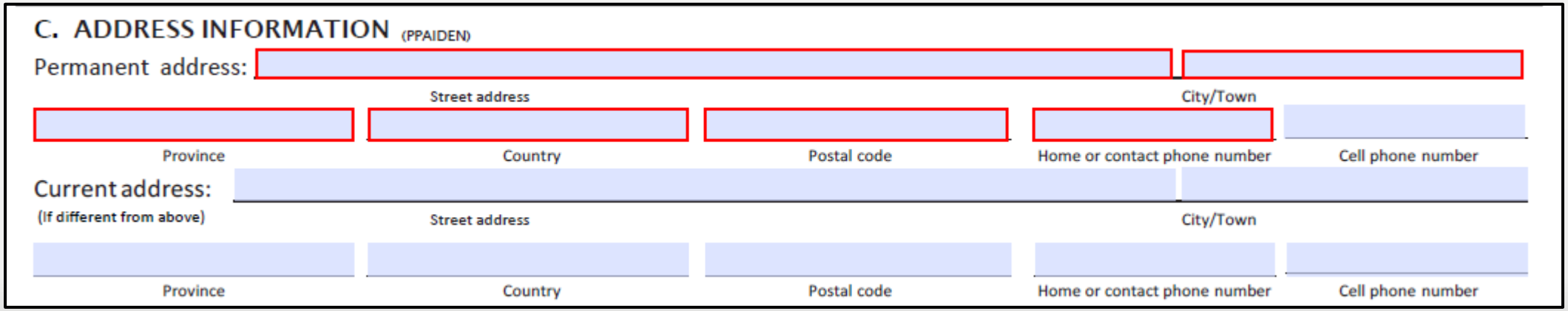

B. INTERNATIONAL INFORMATION (PPAINTL) ** Attach copy if not previously submitted

Work/Study Permit number: Expiry date: (DD-MM-YY) Country:

# C. ADDRESS INFORMATION

For all new appointments (even for individuals who have been previously employed by the university), a valid address must be entered to ensure the timely delivery of important documents such as tax forms.

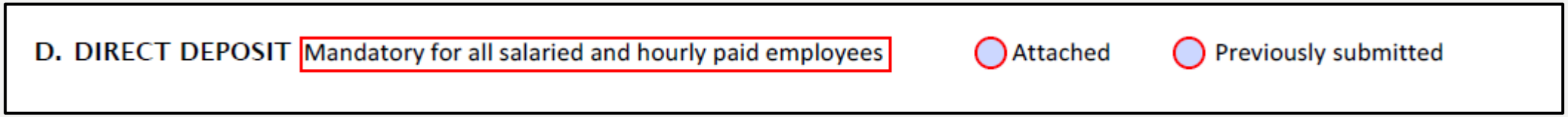
Please note, you may enter your cell phone number as Home or contact phone number.



# D. DIRECT DEPOSIT

This field is mandatory for all salaried and hourly paid employees.

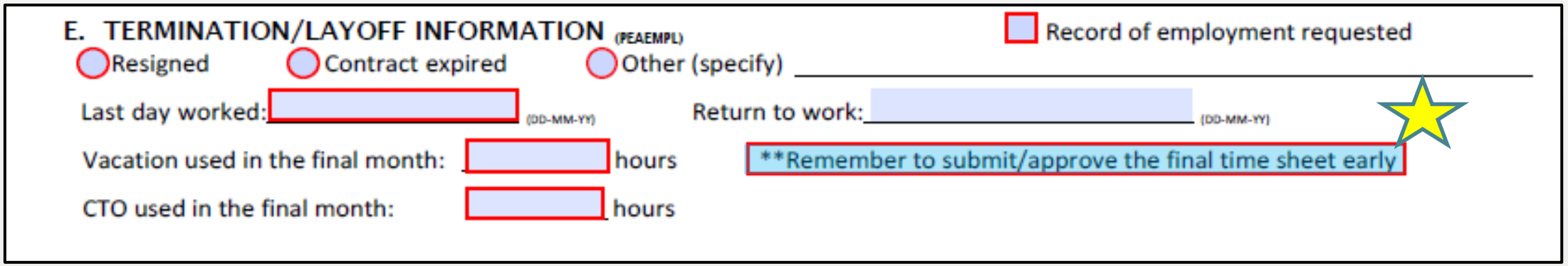
Please attach a copy of a Void Cheque or a Bank Direct Deposit Form.



# E. TERMINATION/LAYOFF

The section is only required when termination is selected as the transaction.

If the employee is moving to another position within the University, please include that information in the comment section.



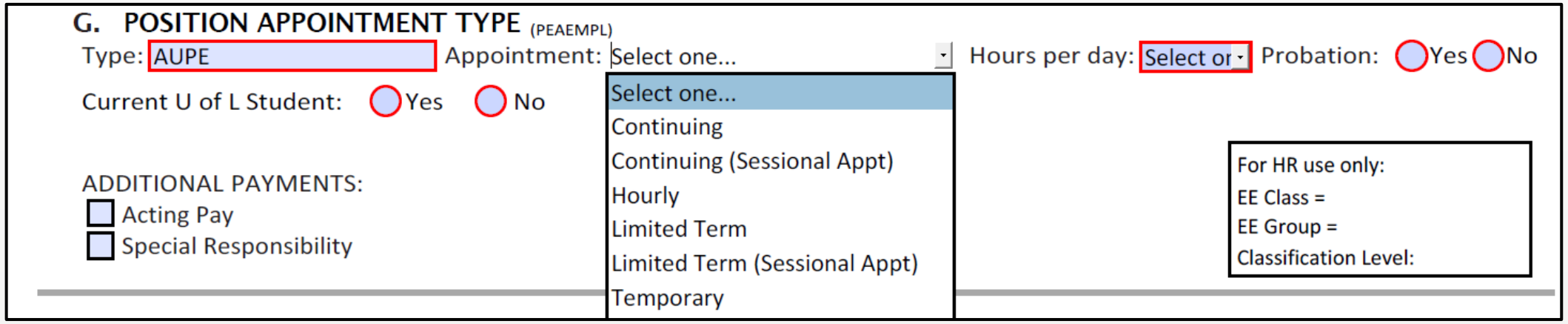
# F. COMMENTS

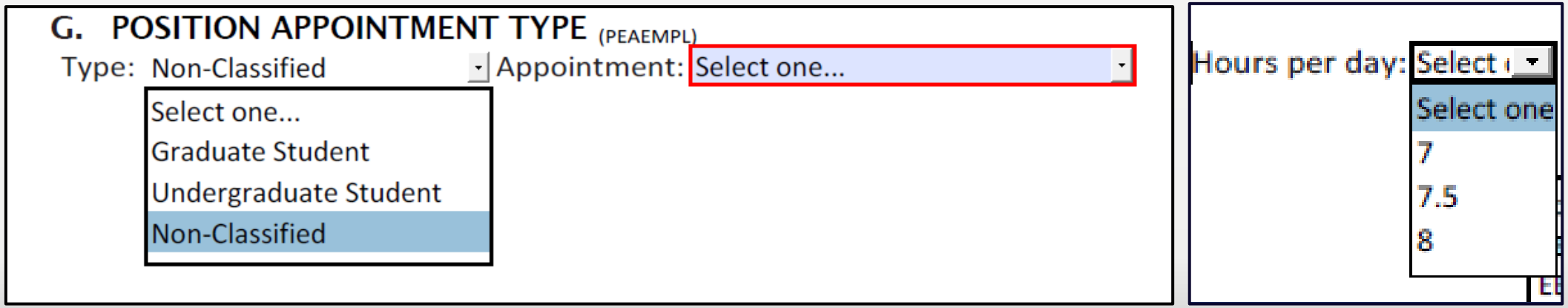
To ensure accuracy of the information and to answer possible questions from payroll, please include any pertinent information:

- For *Student* and *Research* appointments, the main duties must be included in this field.
- For *Changes*, please include information such reason for the change and the previous information.
- For *Leaves*, please include information such reason for the leave.

# G. POSITION APPOINTMENT TYPE

Each field has drop down listing of the options available based on the selections made.



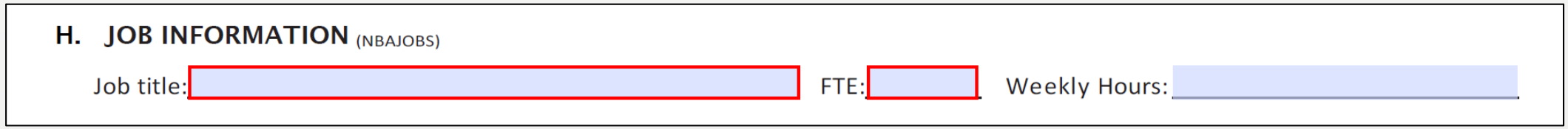



# H. JOB INFORMATION

In this section, please enter the Job Title.

The FTE (Full Time Equivalence), should be expressed as follows:

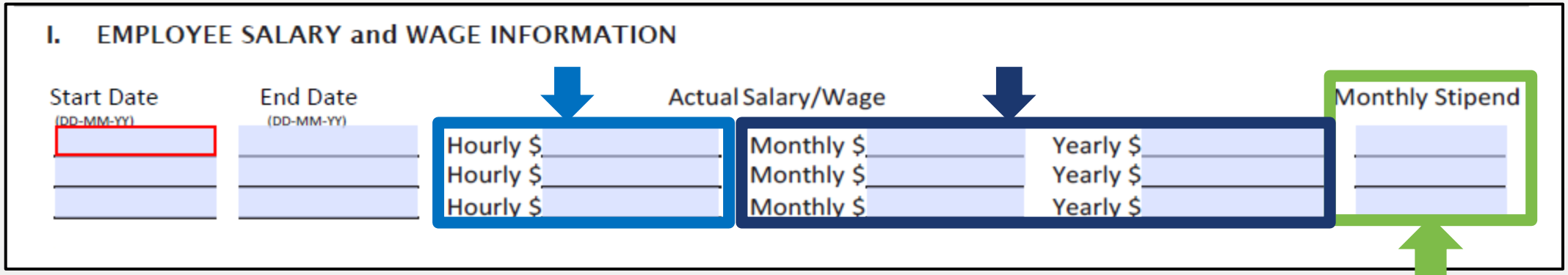
- 1.0 = full time
- 0.5 = part-time



# I. EMPLOYEE SALARY & WAGE INFORMATION

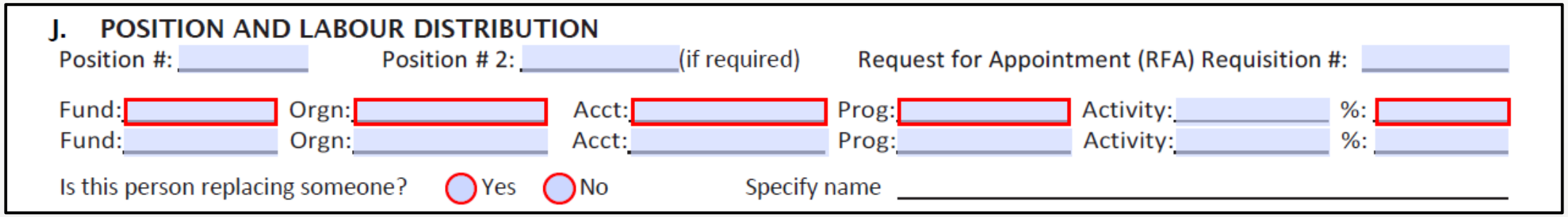
In this section, it is important to enter the actual monthly or yearly salary.

For hourly appointments, please enter the actual hourly wage.



# J. POSITION AND LABOR DISTRIBUTION

In this section, it is important to enter the FOAP that was assigned to fund the position.



**J. POSITION AND LABOUR DISTRIBUTION**

Position #: _____ Position # 2: _____ (if required) Request for Appointment (RFA) Requisition #: _____

Fund: _____ Orgn: _____ Acct: _____ Prog: _____ Activity: _____ %: _____

Fund: _____ Orgn: _____ Acct: _____ Prog: _____ Activity: _____ %: _____

Is this person replacing someone? ◯ Yes ◯ No Specify name _____

**Note:** the PAF must be approved by the signing authority for this FOAP.

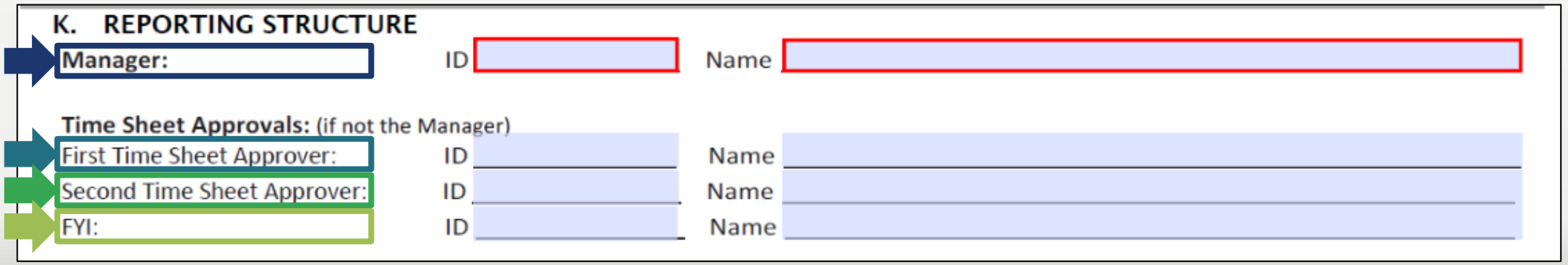
# K. REPORTING STRUCTURE

**Manager:** is the person who has a direct hierarchical relationship with the employee, who has been delegated the authority to hire, terminate, discipline, and conduct performance reviews.

**First Time Sheet Approver:** is the employee responsible for the timesheet's approval, if not the manager.

**Second Time Sheet Approver:** please fill out if the employee's timesheet require a second approver.

**FYI:** if someone needs to know the hours worked by a specific employee (ex. keeping track of total hours worked in order to obtain funding) but does not need to approve the time.



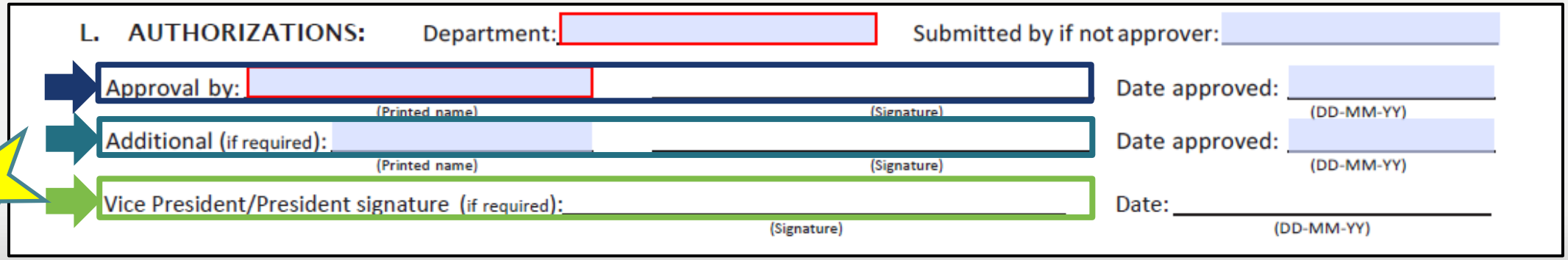
# L. AUTHORIZATIONS

**The main approver** must be someone authorized to sign on the FOAP funding this position.

**Additional approval** might be required in the case of research funding; or if the funding is being split between two FOAPs, approval is required from both.

**A Vice President signature** is required for the following situations:

- If an employee is hired *above* the mid salary range for a given position.
- If an employee is receiving a monthly stipend.
- If an employee is related to the manager or supervisor. If this is the case, an independent time sheet approver must also be appointed and their information must go under the "first approver" section.



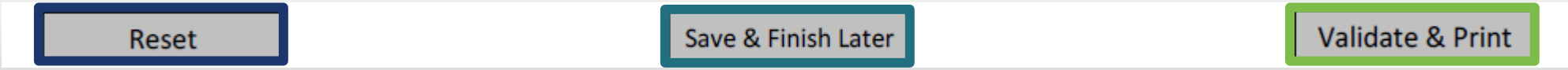
# BUTTONS ON THE SMART PAF

At the bottom of the form, you have three buttons:

1. **Reset:** this button will clear the form and reset it as a new document.
2. **Save & Finish Later**: this button will save the PAF as an *editable* document that you can complete later.
3. **Validate & Print:** this will first *validate* to ensure all mandatory fields are completed, you will get a pop-up error messages for missing information.

   i.e. "Group**A**.Birthdate" means that in section **A** (Employee's Identification), you missed filling in the Birthdate field.

   It will print the PAF if there is no missing information.



# SUBMITTING THE PAF

PAFs must be signed and sent via inter-office mail to HR. Please remember to include all additional required documents.

**Note:** All additional pertinent information such as direct deposit, immigration, and any other sensitive documents should be included in the inter-office mail and should **not** be sent by e-mail.

# ADDITIONAL REQUIRED DOCUMENTS

The Smart PAF will give you alerts with information of additional required documents based on the transaction and entered information.

- **Appointment:**
  - For all new appointments, a copy of a Void Cheque or a Bank Direct Deposit Form is required.
  - If the employee will receive an additional payment, such as Acting Pay or Special Responsibility, a Supplementary Pay Form with all necessary approvals is required.
  - If the employee is *not* Canadian Citizen or Permanent Resident, a copy of the work/study permit is required and a copy of the SIN (Social Insurance Number).
  - For Lump Sum Payments, a breakdown of hours is required for non-hourly employees.
- **Extension:**
  - If a contract extends beyond the work/study permit expiry date, a copy of the valid SIN for the new working period is required.
- **Change:**
  - For changes on additional payment, such as Acting Pay or Special Responsibility, a Supplementary Pay Form with all necessary approvals is required.

# ADDITIONAL REQUIRED DOCUMENTS

- **Termination:**
  - Final Time Sheet / Exception Report
  - Resignation Letter
- **Probation Complete:**
  - Probation Period Evaluation
- **Leave:**
  - Final Time Sheet / Exception Report
- **Promotion:**
  - There is no additional documents required for Promotions
- **Reclassification:**
  - Reclass Letter
- **Layoff:**
  - Layoff Letter
  - Final Time Sheet / Exception Report

# WHY DID MY EMPLOYEE NOT GET PAID?

The submitted PAF is incomplete or missing important information.

The PAF was submitted AFTER the deadline (the 8th of each month).

FOAP (Fund, Organization, Account, Program – codes) issues, position closed.

Missing supporting documents (payroll requires two pieces of identification for new employee, such as SIN and birthdate).

Missing required signatures.

Incomplete/incorrect forms are not returned due to loss of control of their location and when they return which may also take them beyond the submission timelines.

They will be held for the authorizing party to come in to complete/correct.

# WHERE CAN I GET MORE INFORMATION?

Smart PAF – FAQs

| | | |
|---|---|---|
| Office: AH135 (Open Monday to Friday, 8:30-4:30) | | 403 329 2274 |

Contact Information by employee's last name:

| | | |
|---|---|---|
| Payroll A-H: Zoia Schacher | Schacher@uleth.ca | 403 317 2874 |
| Payroll L-R: Linda Robison | Linda.Robison@uleth.ca | 403 317 2820 |
| Payroll I-K, S-Z: Justina Gaudette | Justina.Gaudette@uleth.ca | 403 329 2705 |