



2020 CALENDAR YEAR END PROCESS

With the Holiday season upon us, we will need your support and co-operation in coordinating the payroll year-end process. It is important that you review the attached action items with the corresponding due dates and take the appropriate action to ensure a smooth year-end process and no delays in the T4/T4A/T4A-NR slip(s) production process. The T4/T4A/T4A-NR slips will be accessible on Employee Self-service by end of February 2021.

Please note that 2020 T4 slips will not be delivered on paper unless employee requests via ESS; it is vital that employee is provided with the UtorAuth letter when hired in HRIS in order to enable employee's ESS access to view pay statement and tax slip(s).

HRIS records will be locked after:

- Monthly employee group: 5pm on December 16, 2020
- Biweekly employee group: 5pm on December 21, 2020
- After payroll runs, the HRIS records will not be accessible during the closure period in December till 7 am on January 4, 2021
- To avoid manual adjustments, please ensure that all 2020 absence records as well as other payroll adjustments are updated before December's last pay close.

For more information regarding pay schedules, please [click here](#).

Should you have any questions regarding the year-end process, please do not hesitate to contact [Central Payroll Services](#).

On behalf of the Central Payroll and HRIS Support Services team, we would like to wish everyone a Happy and Safe holiday season!

2020 HRIS Payroll Year-end Activity Checklist – Department

Action Items	Due Date	Description	Action Details	What If Item is not Actioned by Due Date?	Need Further Information?
T4A-NR Payments - to be processed in FIS paid in foreign currency	December 4, 2020	T4A payments paid to Non-resident in foreign currency must be processed in FIS – no FIS cheque or wire will be issued after December 9.	Ensure all payments are posted and processed by December 4 in FIS.	The payment will be paid in 2021 and reported on 2021 T4A-NR.	Processing T4A/T4A-NR Payments Guideline
T4A-NR Payment - to be processed in HRIS	December Pay Close - Monthly - December 16, 2020 Bi-weekly-December 21, 2020	T4A payments paid to Non-resident in Canadian funds	Ensure all payments are entered in HRIS by pay close.	The payment will be paid in 2020 and reported on 2020 T4A-NR.	Processing T4A/T4A-NR Payments Guideline
Retiring Allowance/Severance Payments	December 11, 2020	Employees, who are retired prior to the month of December, should receive their severance pay on the last payroll run in December.	The package must be signed-off and submitted to Central Payroll Services by due date of December 11 in order to be included in December pay run.	The Severance requests submitted after the due date will be processed in January 2021.	Contact Central Payroll Services
Address Update - Stage 1 (Update Info Type IT0006)	January 22, 2021	Update employee's address in HRIS (Info Type IT0006 only)	Ensure employee's address is updated; students who updated their address in ACORN, should also notify the department to update the address in HRIS as the two systems are not connected.	Additional steps are required if the address is updated after January 22 - see Stage 2 per item below, or, employee will not receive their year-end slip at the correct address if the paper T4 slip is requested on ESS.	Contact Central Payroll Services
Address Update - Stage 2 (Update Info Type 0006 & Subtype 9)	Between January 25 - February 2, 2021	Last opportunity to update employee's address in HRIS (Info Type IT0006 and Subtype 9) for Tax Slip delivery purposes.	After employee's address is loaded to Tax Slip file before January 22, any further address changes are required to update in both Info Type 0006 and Subtype 9 before February 2 for tax slip file to pick up the latest delivery address.	During this period, if both addresses are not updated properly, the tax slip address will not be correctly printed on the slips, and therefore employee will not receive the slips at the correct address if the paper T4 slip is requested on ESS.	Contact Central Payroll Services

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Social Insurance Number (S.I.N) Audit	Bi-weekly and Monthly Pay Close	Audit S.I.N information in HRIS, including - <ul style="list-style-type: none"> expiry date (start with '9xx') Invalid #, i.e.000-000-000 	Any situations where the Study/Work permit has expired, or a SIN has not been entered into HRIS must be rectified immediately for the employees legally to continue to work and be paid.	An incorrect or missing S.I.N, may result in delays to the employees being able to file their tax returns, as well as both the University and employee being subject to the penalties for non-compliance.	Missing Social Insurance Number Report
Date of Birth (D.O.B) Audit	Bi-weekly and Monthly Pay Close	Audit D.O.B information in HRIS, identifying: <ul style="list-style-type: none"> Reasonable age range, e.g., year of birth 1900; or age of under 18. Invalid or missing D.O.B 	HRIS must be monitored to identify individuals without valid birth dates on the Personal Data screen (IT0002).	There can be implications for: <ul style="list-style-type: none"> tax return filing; Canada Pension Plan administration CPP contribution deficiencies 	Date of Birth Validity Report
T4 Additional Tax with no T4 Income Monitoring Report	Bi-weekly and Monthly Pay Close	T4A Additional Tax is processed under Info Type 14, different from T4 Additional Tax. Please contact Central Services if you need assistance to update the record.	This report indicates employees who have had a T4 tax deduction, but, have not received T4 payments in the taxation year. This is usually caused by employees (or contractors) who are being paid T4A payments and have requested additional tax be deducted each pay period.	Incorrect tax deduction could occur, which will impact the correct T4/T4A to be issued, it will also trigger the HRIS system error to stop the T4/T4A production.	T4 Additional Tax with No T4 Income Monitoring Report

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HR Data Verification Report	Bi-weekly and Monthly Pay Close	Run the Data Verification report under Info Type PA 40 (Personnel Actions) to: <ul style="list-style-type: none"> Show all inconsistent data for employees; Confirm completeness and accuracy of employee records after maintenance has occurred; Review all employees in a org. unit or restrict further (e.g., to specific staff group) or to just one or more specific personnel numbers. 	To get historical payroll errors corrected before last payroll run in order to reduce Tax slip errors.	Errors may cause delay in tax slip production.	Data Verification Errors (List of Common Errors with Scenarios)
Processing Vacation and other absences (sick/float days, etc.)	Bi-weekly and Monthly Pay Close	All absences taken by staff appointed bi-weekly and monthly employees in 2020 must be entered into HRIS by the appropriate pay close date.	After December pay close, HRIS will lock employee records for 2020 calendar year, and therefore we need to ensure the absence records are updated before the last pay close in December.	After employees' records are locked in December, the Vacation Tracker Adjustment Form is required to reflect the correct vacation balances in 2021.	Vacation Balance Adjustment – for reduction in vacation balances. Retroactive Payroll Adjustment Form – to open employee records
Overpayment Update	Overpayment cheques must be submitted to Central Payroll by December 16, 2020.	If the net amount of overpayment occurred in 2020 is not recovered by December's pay close, the gross amount will become payable in 2021. Please contact Central Payroll Services for more information.	Follow-up with employees who have outstanding overpayment balances.	Employees need to pay gross overpayment amount instead of net amount in 2021; Uncollected gross amounts are charged to the divisional cost/fund center as well as updated on employees' T4 slips.	Contact Central Payroll Services

Last Off-cycle Run	December 18, 2020 at noon	Last chance to make payroll corrections in 2020.	If you need to submit an on-line request please make sure to update employee data in HRIS and send the request by noon on December 18, 2020.	Employee will receive the pay in 2020.	Off-cycle Pay Schedule
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Questions

Please contact Central Payroll Services at: payroll.hr@utoronto.ca