



Budgets & Financial Services

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March 19, 2020

To All Management/ Supervisors and Signing Authorities:

Effective immediately, and until further notice, in order to process timecards, we now require that they must be emailed to payroll@uwindsor.ca. These timecards must **ONLY** be emailed from supervisors or signing authorities as the email will be considered confirmation of approval. **EMAILS SENT DIRECTLY FROM EMPLOYEES WILL NOT BE PROCESSED.** In the subject line of the email please indicate: **BIWEEKLY (STAFF).**

Originals dropped off last week and up to the end of day, Tuesday, March 17 in the Payroll dropbox will be processed – please **DO NOT email these timecards to Payroll.** If we receive any original timecards in the interoffice mail beginning March 18, they will be returned unprocessed.

Please inform your staff of this updated timecard submission procedure so timecards are submitted for a timely approval. **To be clear, Supervisors or Signing Authorities must email a timecard for all and any employees that are paid via timecard, regardless of whether they are working from home or not. Please email on a per pay period basis as outlined on the Payroll Submission Calendar.**

For those part-time staff who have lost scheduled hours due to recent service changes and who remain available for previously scheduled work, they will be paid for those lost scheduled hours upon the approval of their supervisor and the submission of these approved hours. The timecard submission should note 'scheduled but cancelled by the University'. The stated pay continuance approach will commence March 18th. For non-permanent staff, please note that pay continuance will not be provided beyond the end date of any existing contracts. Should there be any changes to this approach we will advise as soon as is possible in advance of the next payroll run. Should you have any questions regarding how to reflect continuity of pay on timecards, please contact Ms. Tracy MacLeod, Human Resources Manager at tracy.macleod@uwindsor.ca.

We will not be sending a response email confirming receipt.

If your department's Signing Authority isn't on the M&P mailing list, please distribute this updated procedure to those individuals who handle timecards.

Housekeeping and Grounds and Food Services payroll processes remains the same.

Thank you for all your continued co-operation at this unprecedented time.

Regards,
David Butcher,
Executive Director, Budgets and Financial Services