

UBCO POLICY AND PROCEDURES ON REJECTED PAYROLL APPOINTMENTS

PURPOSE

To ensure that rejected payroll appointments are resolved in a timely manner and primarily to prevent the occurrence of over-expenditure in research (R) and specific purpose (S) project grants.

POLICIES

- For project grants with automatic one year extensions, the new employment appointments must have end dates within one year after the end date of the PG, otherwise it will be rejected by the payroll system (eventually in the e-form and e-recruit systems). Other contracts or agreements depend upon the award conditions.
- Research Services Okanagan (ORS) and University-Industry Liaison Office (UILO) are responsible for extending PG end dates.
- PG could be extended with proper backup submitted to ORS or UILO, such as letter from the sponsor approving the extension.
- Extension of PG is allowed only if the PG is in surplus condition.

APPLICABILITY

The guidelines apply to all faculties and departments with R and S PGs.

PROCEDURES

Situations where new employment appointment is rejected by the payroll system (eventually in the e-form and e-recruit systems):

- The term of appointment is past the FMS PG end date
- The appointment start date is earlier or before the FMS start date.
- The appointment has no end date.
- The PG is US Federal and the term of appointment is beyond the FMS PG end date.
- The CIHR grant with fund code of R9000 (only) end date is not March 31.

The Payroll Representative would return the rejected payroll appointment to the department/faculty and direct them to the procedures on how to correct the payroll appointment.

1. The term of appointment is one year past the FMS PG end date.

To enable Payroll to process the appointment, the following options are available:

- a) Contact ORS/UILO to extend the Research PG end date based on the renewal document from sponsor; or provide a document that the sponsor has granted an extension or had authorized the use of surplus funds beyond the PG end date making sure that the surplus is sufficient to cover the total cost of salaries and benefits;
- b) Contact ORS for the renewal of all internally funded PGs;
- c) Contact RTA for the end date extension of "S" PGs;
- d) Provide an alternate PG for the appointment period that is not expired, not in deficit, and has a sufficient balance to cover the total cost of salaries and benefits; or
- e) Change the end-date of the payroll appointment to be just one year after the FMS PG end date on PGs with an automatic one year extension only.

2. The appointment start date is earlier or before the FMS start date.

To enable Payroll to process the appointment, the following options are available:

- a) Contact ORS or UILO to request if changing the PG start date to an earlier date if possible
- b) Provide an alternate PG for the appointment period prior to the PG start date – this PG must not be expired, not in a deficit and have a sufficient balance to cover the total cost of salaries and benefits; or
- c) Change the appointment start date to coincide with the PG start date.

3. The appointment has no end date.

To enable Payroll to process the appointment, the following options are available:

- a) Provide an appointment end date that is not beyond the PG end date; or
- b) Provide an alternate PG other than a Research & Special Purpose PG for the appointment period beyond the PG end date.

4. The PG is US Federal and the term of appointment is beyond the FMS PG end date.

To enable Payroll to process the appointment, the following options are available:

- a) Contact the sponsor to request for an extension and provide pertinent copy of the approval/sub-contract to ORS or UILO for extension of PG end date in the system. (for multi-year US federal award, ORS or UILO updates the PG end date on an annual basis upon receipt of sub-contract/PO documentation from the US sponsor); or
- b) Provide an alternate PG for the appointment period beyond the PG end date that is not expired, not in deficit and has a sufficient balance to cover the total cost of salaries and benefits.

5. The CIHR grant with fund code of R9000 (only) end date is not March 31.

To enable Payroll to process the appointment, notify the RTA Financial Analyst – Jeannette Chevrette (j.chevrette@ubc.ca) **OR** Gabriel Gock (gabriel.gock@ubc.ca) to adjust the PG end date to correspond to the appropriate March 31 reporting period.

The department/faculty is responsible to resubmit the corrected payroll appointment to Payroll for processing.