Payroll

Human Resources administers the accurate and timely delivery of payroll service to all employees. This service is compliant with University policies, legislative and regulatory requirements relative to employee tax withholdings, remittances and employer reporting obligations, as defined by applicable regulatory agencies.

University employees are paid on a biweekly basis through direct deposit. Hourly paid employees who report regular hours are paid one week in arrears; all others are paid to date.

Staff interested in learning more about their pay can visit the Pay webpage [1] in the Staff/Faculty section.

Admins looking for payroll and time entry resources can visit the Administrators webpage [2].

Payroll Deductions

Eligible employees can expect to have some or all of the following deductions taken from their biweekly pay:

- Pension (all pay periods)
- Group Life Insurance (second pay period of the month)
- Long Term Disability (all pay periods)
- Employee Paid Health premiums (Extended Health or UHIP) (first pay period of the month)
- Dental premiums (second pay period of the month)
- Union/Association Fees (union specific)
- Parking Fees (second pay period of the month)
- Canada Savings Plan (all pay periods)
- Charitable donations (all pay periods)