FINANCIAL SERVICES

GUIDE FOR THE COMPLETION OF PAYROLL APPOINTMENT FORM

The Payroll Appointment Form (PAF) is used to initiate payments to individuals who are not affiliated with a Union/Membership group and who will be non-continuing persons working at the University. Therefore, there must always be an end date to their appointment. Note that there may be more than one non-continuing appointment for the same person.

For persons already in a continuing position they are required to use an Additional Pay form for monies owed for extra work that is performed.

One time payments such as Honoria can be made through Payment Services using the payment requisition form. Note this is for persons who are currently not being paid through payroll.

Employment and Payment Options

Research Assistant (Employment income)

Check this box if the work is undertaken primarily for economic gain and there is an employee/employer relationship. Payroll source deductions will be taken, and income will be recorded as employment income on a T4 slip. WCB coverage is provided. Caution: Payroll cannot make retroactive corrections from employment income to scholarship income, so please ensure correct box is checked.

Recreation and Athletics (Employment Income)

Check this box if the hiring department is Recreation and Athletics.

Post Doctoral Fellows (Employment Income)

Check this box if this is a Post Doctoral Fellowship (PDF) you may refer to Policy R50.03 to determine if it meets the criteria of a PDF. Earnings will be treated as Employment Income and will appear on T4 slip as taxable income.

If the Post Doctoral Fellowship is an Award and does not have an employee/employer relationship with the sponsoring Faculty member, please indicate this on in the comments section of the form. You must also attach the contract which outlines that the employee/employer relationship does not exist.

University Research Assistant (Employment Income)

Check this box if the appointment qualifies as a long term University Research Assistant under policy R50.04. Appointment must be for a minimum of 2 years and includes an option for benefits.

Other

Check this box if none of the above categories for employment income suit the type of work being performed.
Graduate Student Research Assistant Scholarship

Check this box if the graduate student is working as a research assistant that is very closely related to his/her thesis research and is required for completion of the Master's or Doctoral degree for which he/she is enrolled. No payroll source deductions will be taken, and the income will recorded as scholarship income on a T4A slip. WorkSafeBC coverage is not provided. If the research being performed is unrelated to person’s graduate program and the primary beneficiary of the work is the University, the work is considered to be employment income and should be coded as Research Assistant (employment income).

National Scholarship

Check this box if the scholarship received meets the criteria for National Scholarship. Please refer to the following for additional information on eligibility for scholarships and awards.

http://www.sfu.ca/dean-gradstudies/awards.html

Payroll source deductions will not be taken, and the income will recorded as scholarship income on a T4A slip.

Required Fields

Social Insurance Number (SIN)

Enter the SIN of individual to whom payments will be made. If the individual does not yet have a SIN apply for a SIN from Service Canada Centre. Further details on applying for a SIN are available at


SFU ID

Enter SFU ID here, if new to Simon Fraser University this field can be left blank.

First Name and Last Name

Name and initials of the individual to be paid.

Position Number

Position Number can be obtained in two ways;
First, if the position already exists it can be retrieved from the bi-weekly Payroll YTD Actuals and Encumbrance Report.

Second, it can obtained by running a query from Reports and Inquiries Home/SFU DA Queries/SFUDA_ACCT_POSN_EDIT_2. Once you and type the fund/project /account the position number will be appear. If no position number appears, then it is a new position that needs to be set up by Payroll and can be left blank.

**Position Title**

Enter a title that accurately reflects the work being performed.

**Department**

Enter the name of the department where the individual will be working and the HAP department code. This will govern where the web-based timesheets will appear for hourly appointments.

**Account number**

Enter valid account string/code against which payments are to be charged and reported in the monthly financial reports.

**Start Date**

Enter date that individual will start working.

**End Date**

Enter last date that individual will be working.

**Biweekly Pay Hours**

Biweekly hours must reflect number of hours worked on biweekly basis. For biweekly appointments the biweekly pay amount divided by the number of hours worked must meet the minimum standards for hourly wage in British Columbia.

Current minimum wage in B.C. is $10.25 per hour, plus 4% vacation for a minimum rate of $10.66 per hour.

**Earnings Rate**

Enter either an hourly rate or a bi-weekly salary, but not both. If hourly, enter hourly rate to be paid. A vacation pay allowance will be automatically added to the hourly rate provided. B.C. legislation currently sets this rate at 4%.

Note: If hourly, then web-based time sheet entries are required for your employee to be paid.
If bi-weekly salary, enter bi-weekly salary rate of pay. The bi-weekly salary rate is understood to include vacation pay.

**Lump Sum Amount**

Enter if the payment is to be made in a single lump sum amount.

Note: To ensure accurate payroll deductions for your employees it is recommended that persons are paid over the time period that they work and not with one time lump sum payments.

**Comments**

Use this section to add any additional notes relating to the appointment.

**Hiring Department**

Signature of the grant holder, or another individual with signing authority for account that is to be charged is required, along with the date of signing the form.

Please enter your telephone number so Payroll can contact you if we have any questions.

**Financial Services**

To be completed by Research Accounting, Financial Reporting or Budget.

For further assistance please call the Payroll Office (26567, 24839 or 28486).