

## Information on use of FPP4 Payroll

### APPOINTMENT FORM: STUDENT EMPLOYMENT AND RESEARCH GRANTS

The FPP4 form is used to appointment employees to positions that are not Faculty, APSA, or Union. Please contact Human Resources or Payroll if you are not sure what payroll form to use or how to **classify** an appointment.

The salary bi-weekly rate is understood to include **vacation pay**. Hourly employees vacation pay will be added on top of the hourly rate you enter on the form. The rate is currently set by B.C. law at 4%.

In addition to the pay rates you enter on the form your account will be charged for the employers' cost of CPP, EI and WCB and vacation pay if hourly paid.

At April 2000, we recommend you budget 8% of gross pay for employers' cost of statutory benefits, and an additional 4% of gross pay for vacation pay for hourly employees.

The exact benefits charge depends on the level of pay each payday, prior year to date earnings from S.F.U., rate changes by governments, age of employees, and other factors. Therefore an exact prediction cannot be made and each grant manager must allow sufficient funds for employer cost of benefits when determining the rate of pay to enter on the appointment form. We ask that the remarks section of the form not be used to ask the processing staff to determine how much to allow for benefit.

The grantee will be expected to arrange for completion of web-based time sheets for hourly employees every two weeks.

Please refer to S.F.U.'s payroll schedule to determine when an appointment form must reach us in time for a given payday. The **lead time** is at least **seven business days**.

A new employee to S.F.U. must submit a personal data form with the appointment that must identify a bank for direct deposit of pay by attaching a cheque with void written on it. A person appointing an individual who is not a Canadian citizen or not a Permanent Resident must insure the individual has a valid employment authorization for the employer and position before the individual starts working. A Canadian Social Insurance number should be obtained ahead of time from any office of the Canadian Employment and Immigration Office. The phone number of their Burnaby office is 604-682-5400.

A new employee should also complete a TD1 form so that the correct amount of tax withholding is deducted.

Employees who work over a period of time that exceeds two weeks should be paid a regular bi-weekly salary or, if hourly, paid by a series of time sheet submissions. In order to ensure accurate payroll deductions for your employees we recommend they be paid over the time period worked and not with one time lump sum payments.

### For more information please call:

Research (Fund 31) 25908  
Specific Purpose 4877  
Payroll 3236, 3243, 3002  
Human Resources 3237