

UNIT4 PAYROLL TRANSITION FAQ

On December 16, 2019, Selkirk will transition to running payroll with our new ERP system, Unit4. Unit4 Payroll has been built and thoroughly tested to ensure compliance with all four employee agreements, accuracy in calculation of all rates of pay, deductions (i.e. benefits, taxes) and accruals (i.e. vacation, sick), as well as the successful transfer and payment of funds to employees. The following FAQ helps to explain, in detail, the changes relating to this transition.

1. Why are we changing to a new payroll system?

The transition to a new payroll system is one part of the College's larger ERP project to change our legacy systems (FRS, SRS, StarGarden) with one integrated system – Unit4. Our legacy systems date back to the 1980's, are no longer sustainable, and represent a significant business risk with respect to disruption of services should they fail.

2. When will I start getting paid from the new system?

The first pay period generated by the new system will be the first pay period of 2020 (PP2001), with deposit to your bank account on **January 3rd**.

3. What are some key dates relating to implementation of Unit4 Payroll?

- Faculty updated vacation balances due: **December 6th**
- PPWC timesheets due: **December 6th**
- Exempt absence reports due: **December 13th**
- **FIRST UNIT4 PAYROLL DEPOSIT: January 3rd**

		DECEMBER 2019						
		S	M	T	W	T	F	S
1926		1	2	3	4	5	6	7
		8	9	10	11	12	13	14
2001		15	16	17	18	19	20	21
		22	23	24	25	26	27	28
2002		29	30	31				

		JANUARY 2020						
		S	M	T	W	T	F	S
2002		29	30	31	1	2	3	4
		5	6	7	8	9	10	11
2003		12	13	14	15	16	17	18
		19	20	21	22	23	24	25
2004		26	27	28	29	30	31	

4. How will this new system affect my net pay? Will my take home pay be different?

Most employees will see no difference in their net pay. However, due to an improvement in the formulae for insurable benefits, the deduction amount may differ. If this is a taxable benefit to you, you will also notice a small difference in the taxable amount.

If you identify any other unexpected results between the Unit4 and StarGarden payslips, please email Andrea Hall at ahall@selkirk.ca outlining the differences.

5. Are any of my benefits going to change because we have a new payroll system?

No. All calculations are configured according to respective collective agreements; you will see no change in benefits between the new system and StarGarden.

6. I have direct deposit. Do I need to notify my bank that we have a new payroll system?

No. We have tested the process of transmitting data to all banks involved in direct deposit and verified that it will transfer correctly.

7. I need to update my address. Do I need to wait to make that change or notify payroll now of my new address?

You should notify Human Resources of any changes to your personal data as soon as possible. The change in our payroll system does not affect our process for updating personal employee data.

8. I have had a qualifying event (marriage, birth, divorce, etc.) in the last month and need to change my benefits. Should I do that now or wait to make that change?

If you have had a qualifying event within the last 31 days, such as a death, marriage, divorce, or birth(s), you should contact HR to initiate any necessary changes to benefits. The change in our payroll system does not affect College processes regarding changes to benefit status.

9. I'm planning to retire soon. Is changing to a new payroll system going to affect my retirement payslip?

No. Our processes for retiring employees are unchanged and unaffected by this payroll transition.

10. Who should I contact if I have more questions?

If you have further questions relating to the payroll changes, please discuss with your immediate supervisor.