Grad Payroll System Instructions for Departments
HRMS VERSION 9.1

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### Requesting access to the Grad Payroll System

Human Resources will set up and maintain the security permissions for authorized users. The security set up is based on org unit number and username. This means that you will only be able to access grad payroll sheets for your own department.

For security permissions:

a. **The manager of the person requiring access must send an email to** jim.howard@uwaterloo.ca. No phone calls please.

b. Ask to grant access to the **Grad Payroll System**

c. Provide the name and **employee number or username** of the individual requiring the access

d. Provide the org unit number of the department the access is needed

**Sample:**

*Please grant access to the Grad Payroll System for Sarah Smile (ssmile, 111111) for org unit 5330 – Dental School.*

We will not provide access to a grad student. They must be a regular on-going employee or on a temporary contract.

**Note:** **Do not share your password with anyone.** If you allow anyone to log in using your privileges, they will be able to see all your personal information under the self-service menus.
Log into the Grad Payroll System

To access the system, go to the Human Resources home page at https://uwaterloo.ca/human-resources/ and click on the 'myHRinfo' link on the right.
FYI: If your myHRinfo session is inactive for 10 minutes, you will be automatically logged out. So save your work often.
Authorized users will see an extra menu called 'UW Payroll Processing' as well as their Service menu.

You will see a menu with these menu items:

- Click on UW Payroll Processing
- Click to enter Grad Payroll
- To search for student numbers for grad students and employee numbers for Signing Authorities
- To look up account number CCIDs
**Data Entry**

Enter the student number then press tab to go to the next field

Or lookup with the magnifying glass

Enter your department’s four-digit org unit number and hit Enter

or click Search
Enter the earnings code or look up

Click on the correct earnings code
### Earnings Code

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Usage</th>
<th>Tax Status</th>
<th>Vacation Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEE - Fee for Service</td>
<td><em>i.e. Guest speaker</em></td>
<td>Non Taxable</td>
<td>None</td>
</tr>
<tr>
<td>GRA</td>
<td>Research Assistant</td>
<td>Taxable</td>
<td>4%</td>
</tr>
<tr>
<td>GTA</td>
<td>Teaching Assistant</td>
<td>Taxable</td>
<td>4%</td>
</tr>
<tr>
<td>HEX - Honorarium</td>
<td>Monetary Gift</td>
<td>Non Taxable</td>
<td>None</td>
</tr>
<tr>
<td>NBE - Non Based Earnings</td>
<td>Additional pay for work performed outside contracted duties. <em>i.e: Casual pay for a grad student</em></td>
<td>Taxable</td>
<td>4%</td>
</tr>
</tbody>
</table>

**Reminder**
The Grad Payroll System is used to enter only new pay for a grad student. If you need to make a change or a correction to an amount already being paid or to an account number being charged, please contact your Payroll Benefits Assistant to make the change.

If the student is paid a TA (GTA) for the winter term the start month is 01 (Jan) and the ending month is 04 (Apr).
If the student is paid an honorarium (HEX) in February, the start month is 02 (Feb) and the ending month is 02 (Feb).
The Combination Code or CCID is a short form of the 31-digit Finance account number. There will be a CCID for each unique 31-digit combination.

If the account number you need to use is not listed with a CCID, please contact Finance to confirm the unique 31-digit account number is set up. Send an email to coa-adm@lists.uwaterloo.ca to have your account set up. The CCID will be available in HR the day after Finance has set it up.

Save your work often!

Enter or look up the combination code (CCID)
Enter the employee number of the signing authority
Next Entry

To enter the next Grad student, click the plus sign

To delete an entry, click the minus sign

Print Earnings Authorization

Another item on the screen is the Print Earnings Authorization button. Once you have completed entering your grad payroll entries, you will need to have each signing authority approve their entries and provide HR a copy of that approval.

To do this, click the Print Earnings Authorization button
An email with an attachment will be sent to you with all your entries separated by each signing authority.

Print and have your signing authorities sign their sheets.
Send a signed copy to your Payroll Benefits Assistant in HR before the pay date.
Common Error Messages

Error entering Student ID

If you get a red mark over the student number, and an error message like this…
It could be the student has not been hired as a Grad in HR.
Contact your Payroll Benefits Assistant in HR for assistance.

Missing Birthdate

No Date of Birth – there is no Date of Birth for this student in HR. Please supply your Payroll Benefit Assistant with this student’s Date of Birth. This is only a warning. Click OK to continue.
Missing SIN

No SIN - there is no Social Insurance Number on this student’s record in HR. **The SIN is required for payment.** Please supply your Payroll Benefit Assistant with this student’s SIN or have the student bring their SIN to your Payroll Benefit Assistant. This is only a warning. Click OK to continue.

Missing Banking Information

No Banking Information – there is no banking information available in HR. Please supply your Payroll Benefit Assistant with this student’s banking information **or the student will not be paid.** This is only a warning. Click OK to continue.
Missing Hours/Week

Hrs/Wk missing – you have entered an Earnings Code that requires an amount to be entered in the Hrs/Wk field. Click OK, enter the hours per week for this grad student and continue. (The Hrs/Wk is required for Record of Employment reporting.)

Duplicate Earnings

Duplicate Earnings – there are earnings in payroll now that have the same account code and earnings code for the same time period for the same person. Please call your Payroll Benefits Assistant to have the earnings modified if needed.
Start Month Too Far In Advance

Start month too far in advance – the start month entered may be after the cut off date or too far in advance. If you missed the payroll for that month, call your Payroll Benefits Assistant to determine how to catch up on this payment.