Purpose

The Payroll Profile (Job Authorization) form authorizes payment to casual staff. It is the department's authorization to pay the employee and indicates the type of work being performed, the rate of pay, and the account to be charged. The form is then approved by the signing authority for budget funding in the department. If the form is for an initial payment, a Payroll Personal Information Form is required.

General Instructions

All departments must fill out Sections A, B, C, D and E. Departments authorizing research payments must fill out sections A, B, C, D, E and F. Section G – Department Time Entry, should only be completed by departments that enter time information via Banner.

Completed profiles should be submitted to Payroll Services for processing. Go to http://carleton.ca/hr/payroll-services/payroll-deadlines/ to see payroll deadlines.

Section A – General Employee Information

General Employee Information is collected for the purposes of Payroll Processing and T4 Reporting. Required fields include Last Name, First Name, Banner ID and Department/Org. If the Banner ID is not known please enter the employee’s Date of Birth. If the employee belongs to a union or employee group please enter that information in the Union / Employee Group field.

Section B – General Payment Information

Required fields in this section include Job Title, Start Date and End Date. If the end date for the position is not known please enter an estimate.

Section C – Payment Basis

This section consists of three sub-sections: Hourly Payment, Recurring Payment and One Time Payment. Only one of these sections should be completed.

The Hourly payment section is to authorize payment for employees who are hired on an hourly basis. Required information includes Hours / Week, Total Hours to be worked during the assignment and the Rate of Pay. These values will be used to create encumbrance amounts for budget purposes. Please submit the “Hourly Pay Submission Form” with hours worked each pay period for payment.

The Recurring Payment section should be completed if there is a set wage that will be paid over a specific period of time. Required information includes Total Amount Due, Number of Payments (based on semi-monthly payments) and Total Hours.

One Time Payment is used when there is to be a lump sum payment for work performed. Required information includes Total Amount Due and Total Hours.

Section D – Labour Distribution

This section must be completed. Required fields include Fund, Org, Account and Program.

Section E – Authorization of Payment

This section must be completed. Authorization by the budget manager in the department is required.
SECTION F – RESEARCH PAYMENTS ONLY - FUNDS STARTING WITH 3, 18 & 7

This section is only used if the department is authorizing payment for research (Funds starting with 3, 18 or 7). The form must be sent to Research Accounting for approval before submission to Payroll.

SECTION G – DEPARTMENT TIME ENTRY USERS ONLY

This section is used only if department time entry is entered via Banner. Please complete all fields.