

Paying Administrative Stipends for Faculty Seconded to Another Division

When a faculty member is seconded to another department to serve as a Chair, Director of an Institute, etc., the faculty member is normally paid a stipend. In implementing this pay change, there has been some confusion arising from the fact that:

1. At UTM, centralized HR/Payroll staff who record pay changes.
2. At most other U of T departments, the departmental Business Officer/staff record pay changes in the HRIS system

To implement the payment, the following process must be followed:

The department that is seconding the faculty member (the non-home department) contacts the home department's payroll staff (At UTM that is HR/Payroll. At FAS that is the departmental Business Officer), noting their department has seconded a faculty member. They provide the staff who records pay changes in HRIS with the relevant offer letter, Fund Centre and Cost Centre to be charged. The home departmental staff who records changes in HRIS records the information in HRIS which will result in charges to the non-home department.