



To: UTM Department Managers
UTM Department Business Officers

From: UTM Payroll – Human Resources Department

Date: March 25, 2020 (Updated December 22, 2020)

Re: **Human Resources - Service update**

On behalf of UTM HR Director, Nader Boutros

In follow up to the [Vice President and Provost's communication of March 24th](#), please be assured that the UTM HR Office remains available and committed to providing support to members of our community. As of March 25th, all of our HR and payroll staff will be working remotely and should you have any questions, concerns, or require further support, please contact your HR Consultant/Advisor.

For your ease of reference, our HR portfolio client distribution list is attached, and our contact information is also available on our website ([UTM HR contact list](#)).

Remote payroll submission process

Many of our clients have been effectively working from home and scanning payment forms electronically for processing. However, in the event you are unable to scan and submit payment forms electronically, you may submit requests for payment using the attached spreadsheets, following the steps below:

1. For current employees, please complete the spreadsheet for either recurring payments or additional payments. Each spreadsheet contains examples on how to complete the fields.
2. For new employees, complete the new hire setup spreadsheet in addition to the payment spreadsheet.
3. In the case of a new employee, you must also include a letter of offer.
4. Email the completed spreadsheet(s) to the appropriate payroll staff member, as outlined on the list on our website ([UTM Payroll Contact list](#)).
5. Should the spreadsheet contain employees for more than one Payroll staff member, email it to all three payroll representatives.
6. Payroll deadlines remain the same ([UTM Payroll deadlines](#)).

The attached spreadsheets are also available on the UTM Payroll website ([UTM Payroll website](#)).

Please note: We continue to accept email approval in place of signatures.

Regardless of which electronic method you use to submit requests for payment, please do NOT submit duplicate payment forms.

Should you have any questions or experience any issues with submitting payment forms electronically to Payroll, please contact Claremont Uy (claremont.uy@utoronto.ca).

I would once again like to thank all the members of our UTM community for your resilience, hard work, and dedication during these unprecedented times.

Kind regards,

Nader Boutros,
Director, Human Resources