

As of July 2018, *The Saskatchewan Employment Act* requires that employees be paid six days after the end of a pay period. The Government of Saskatchewan is changing payroll deadlines to meet the new requirement. This means there will be changes to timecard submission and approval dates and when employees start or change positions.

### 1. What is changing?

As of April 1, 2018

- In-scope (B2) timecards must be submitted and approved by 5 p.m. Thursday, before the pay period end on Saturday; and
- In-scope (B1) timecards must be submitted and approved by 5 p.m. on Monday immediately following the pay period end on Saturday.

In-scope employees starting and changing positions need to start at the beginning of a pay period.

### 2. Who is affected?

All in-scope employees and those who staff or supervise in-scope employees will be affected by these changes.

There is no change for monthly, out-of-scope (M1) employees.

### 3. How does this affect me?

Employees and managers must be accountable for knowing and following the timecard and document deadlines.

Missing these new deadlines will result in employees getting overpaid, underpaid, not paid, or ministries absorbing significant liabilities due to lapse in benefits or change to insurance. Ministries and managers will be directly responsible for offenses and fines that result from employees not being paid.

Term, Part-time and Labour Service (B1) employees will see their pay date change in June 2018.

### 4. When will these changes take effect?

April 1, 2018 – New timecard deadlines begin

May 2018 – Payroll run days begin to change

June 15, 2018 – Term, Part-time, Labour Service (B1) employees pay day changes

### 5. Why are these changes necessary?

These changes are necessary in order to comply with *The Saskatchewan Employment Act* requirement that employees be paid six days after the end of a pay period.

Currently, approximately 4,500 permanent part-time, labour service and term employees are being paid 12 days after the pay period end date – double the legislated timeframe. Supplemental pay for 6,500 permanent full-time is currently paid 20 – 30 days after the pay period.

### 6. What if I don't meet the deadlines?

Ministries and managers will be directly responsible for offenses and fines that result from employees not being paid. Missing these new deadlines will result in employees getting overpaid, underpaid, not paid, or ministries absorbing significant liabilities.

### 7. Can we still do quick pays?

No

### 8. How do I complete or approve timecards if I am away?

Timecards can be completed and approved from any internet-connected device.

Employees are recommended to complete timecards in advance of any scheduled time off.

If a manager will be unavailable or away, he/she can assign a delegate to approve timecards while away. Visit [MiNet](#) and review the manager training, on the right side, for e-learning or print instructions on how to set up a delegate.

### 9. Can I complete my timecard early?

Employees can complete their timecard at any time during the current pay period.

### 10. What if my time changes after I've completed my timecard?

If your time changes after your timecard has been submitted and approved (i.e. sick day), you can amend your timecard and have it re-approved.

### 11. Why do in-scope employees need to start or change jobs at the beginning of the pay period?

In-scope employees must start at the beginning of the pay period in order to give enough time for start-up documents to be completed and processed, employees to register in PSC Client, and timecards to be entered and approved, prior to the end of the pay period.

### 12. What days do timecards have to be completed?

Permanent full-time (B2) employees will need their timecards submitted and approved by the Thursday BEFORE the end of their pay period on Saturday.

Term, Part-time and Labour Service (B1) employees will need their timecards submitted and approved by Monday – immediately following their pay period end on Saturday.

There is no change for monthly, out-of-scope (M1) employees who must have timecards completed one week after the end of the month.

### **13. Will my pay days be affected?**

Term, Part-time and Labour Service (B1) employees' pay days will move one week earlier, from Thursday to the prior Friday.

Permanent full-time (B2) employees will receive supplemental and overtime pay sooner, on the pay day immediately following the pay period it was earned.

### **14. Which pay periods are affected by the Term, Part-time and Labour Service (B1) employees' pay date change?**

Term, Part-time and Labour Service (B1) employees' pay days will move one week earlier starting on June 15, 2018. This means B1 employees will be paid for two full pay periods, two weeks in a row.

Thursday, June 7, 2018 – Last B1 Thursday pay day (for pay period May 13-26)

Friday, June 15, 2018 – First B1 Friday pay day (for pay period May 27-June 9)

Employees will continue to be paid every two weeks on a Friday.