

Payroll Reporting Procedure – McMaster University Employees

1. Employees are to ensure that their payroll sheets are received by no later than 9:00 a.m. on the Thursday for the week being reported. Employees who work partial weeks and are not in the office on Thursdays are to submit their payroll sheets on their last day worked in the week.
2. Payroll sheets may be forwarded via email adminsu@mcmaster.ca (surgery administrator). Payroll sheets are sent in via email and should be copied to the employee's individual supervisor.
3. As per the UNIFOR Collective Agreement Article 15.08 (f) overtime hours must be authorized in advance of being worked. This needs to be submitted via email to adminsu@mcmaster.ca prior to the OT being worked.
4. If the employee's payroll sheet has not been received by 9:00 a.m. on Thursday, the timeliness of their pay may be impacted.