



MEMORANDUM

To: Business and Financial Officers
From: Linda Wong, Supervisor, Accounts Payable
Date: November 21, 2022
Re: Planned Payment Schedule before the 2022 Holiday Break

Please note the following dates to ensure any payments you require are entered in FIS and the necessary supporting documentation is provided to Financial Services by the following deadlines.

Cheque and Draft Payments – Regular (see below on deadline for Honorariums)

The final cheque/draft run for 2022 will be **Thursday December 15, 2022** and include for payment:

- A/P Vendor payment Cheques
- Expense Reimbursement Cheques
- Foreign Draft payments
- Accountable Advance Cheques, and Petty Cash/Imprest Reimbursements

Payments that become due over the holiday period and have been posted in FIS will be included in the December 15, 2022 cheque/draft payment run. Payments over \$50,000 will require supporting documentation to be forwarded to the Accounts Payable department by the end of day Thursday December 15, 2022 to ensure payments are mailed before the University closes for the holiday break – Tuesday December 20, 2022. To assist in ensuring the documentation is available when required, please attach the supporting documentation to the posted FIS document using the process [Attaching Electronic Images to SAP Documents](#).

EFT Payments (applicable to EFT pilot vendors only)

The final EFT payment run for 2022 will be on **Friday, December 16, 2022**.

Payments that become due over the holiday period and have been posted in FIS will be included in the EFT payment run. Payments over \$50,000 will require supporting documentation to be **attached** to the posted FIS document by end of day **Wednesday, December 14, 2022**. For more information on EFT payments, please see [here](#).

Expense Reimbursement Direct Deposit (ERDD)

The final ERDD for 2022 will be processed on **Tuesday December 20, 2022**. ERDD claims must be posted in FIS by the end of day **Monday December 19, 2022** to be selected for the final 2022 ERDD payment run. “Parked” ERDD documentation must be provided to Financial Services by **end of day** on Friday, December 16, 2022 for review and posting. If the “Parked” ERDD deadline is not met, the document will need to be reprocessed in January 2023.

Wire Payments – Regular (see below on deadlines for Honorarium)

The Accounts Payable department must receive completed wire payment forms by **Noon Tuesday December 13, 2022** in order to be processed before the University closes for the holiday break.

Honorarium (T4A-NR Payments) by Wire Transfer, Cheque and Draft

Where a T4A-NR payment is required to be **paid by wire in 2022 using the “F” type payment**, the **deadline** for providing the wire to Accounts Payable will be **end of day Friday December 2, 2022**. You must have posted in FIS to vendor 990268 prior to this date. These payments will then be processed by Wednesday December 7, 2022, to meet Payroll’s 2022 calendar year cutoff for honorarium payments.

The **final cheque and draft payment run** for honorariums will be **Wednesday, December 7, 2022**. You must have posted in FIS to vendor 990268 **before end of day December 2, 2022** to meet Payroll’s 2022 deadlines.

If you have any questions please contact me at 416-946-5526, email lindaf.wong@utoronto.ca, or on MS Teams.