



MEMORANDUM

To: Business and Financial Officers
From: Linda Wong, Supervisor, Accounts Payable, Financial Services Department
Date: November 21, 2024
Re: Planned Payment Schedule before the 2024 Holiday Break

Please note the following dates to ensure any payments you require are entered in FIS and the necessary supporting documentation is attached to the posted FIS document.

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

The final cheque/draft run for 2024 will be **Wednesday, December 18, 2024** 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 18, 2024 cheque/draft payment run. Payments over \$50,000 will require supporting documentation to be attached to the posted FIS document by the end of day **Monday, December 16, 2024** to ensure payments are mailed before the University closes for the holiday break – Monday, December 23, 2024. Please attach the supporting documentation to the posted FIS document using the process [Attaching Electronic Images to SAP Documents](#).

EFT Payments

The final EFT payment run for 2024 will be on **Thursday, December 19, 2024**. (The EFT payment run scheduled on Tuesday, December 17 will occur as normal)

Payments that become due over the holiday period and have been posted in FIS will be included in final the EFT payment run. Payments over \$50,000 will require supporting documentation to be **attached** to the posted FIS document by end of day **Tuesday, December 17, 2024**. For more information on EFT payments, please see link [here](#).

Expense Reimbursement Direct Deposit (ERDD)

The final ERDD for 2024 will be processed on **Friday, December 20, 2024**. ERDD claims must be posted in FIS by the end of day **Thursday, December 19, 2024** to be selected for the final 2024 ERDD payment run. “Parked” ERDD documentation must be provided to Financial Services by end of day on **Wednesday, December 18, 2024** for review and posting. If the “parked” ERDD deadline is not met, the document will need to be reprocessed in January 2025.

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

The Accounts Payable department must receive completed wire payment forms by end of day **Monday, December 16, 2024** 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 2024 using the “F” type payment, the deadline for providing the wire to Accounts Payable will be end of day **Monday, December 2, 2024**. You must have posted in FIS to vendor 990268 prior to this date. These payments will then be processed by Wednesday December 4, 2024, to meet Payroll’s 2024 calendar year cutoff for honorarium payments.

The final cheque and draft payment run for honorariums will be **Wednesday, December 4, 2024**. You must have posted in FIS to vendor 990268 **before end of day December 3, 2024** to meet Payroll’s 2024 deadlines.

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