UNIVERSITY OF TORONTO

FINANCIAL SERVICES

MEMORANDUM

To: Business and Financial Officers

From: Linda Wong, Supervisor, Accounts Payable, Financial Services Department

Date: November 24, 2025

Re: Planned Payment Schedule before the 2025 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 2025 will be **Wednesday, December 17, 2025** and include for payment:

- A/P Vendor payment Cheques
- Foreign Draft payments
- Petty Cash/Imprest Reimbursements

Payments that become due over the holiday period and have been posted in FIS will be included in the December 17, 2025 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 15, 2025** to ensure payments are mailed before the University closes for the holiday break (Tuesday, December 23, 2025). 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 2025 will be on **Thursday, December 18, 2025**. (The EFT payment run scheduled on Tuesday, December 16 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 16, 2025**. For more information on EFT payments, please see link here.

Expense Reimbursement Direct Deposit (ERDD) and Concur Expense Reimbursement

The final expense reimbursement for 2025 will be processed on **Tuesday, December 23, 2025**. Claims must be posted in FIS by the end of day **Monday, December 22, 2025** to be selected for the final 2025 payment run. "Parked" ERDD documentation must be provided to FSD Accounts Payable by end of day on **Wednesday, December 17, 2025** for review and posting. If the "parked" ERDD deadline is not met, the document will need to be reprocessed in January 2026. Please see here for the announcement of phasing out ERDD.

Concur Cash Advances

The final cash advance payment run for 2025 will be processed on **Tuesday, December 23, 2025**. Cash advance requests should be approved by your departmental one-up by Friday, December 19, 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 15, 2025** 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 2025 using the "F" type payment, the deadline for providing the wire to Accounts Payable will be end of day **Monday, December 1, 2025**. You must have posted in FIS to vendor 990268 prior to this date. These payments will then be processed by Wednesday December 3, 2025, to meet Payroll's 2025 calendar year cutoff for honorarium payments.

The final cheque and draft payment run for honorariums will be **Wednesday, December 3, 2025**. You must have posted in FIS to vendor 990268 **before end of day December 2, 2025** to meet Payroll's 2025 deadlines.

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