



MEMORANDUM

To: Business and Financial Officers  
From: Linda Wong, Supervisor, Accounts Payable  
Date: November 24, 2020  
Re: Planned Payment Schedule before the 2020 Holiday Break

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*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 2020 will be **Thursday December 17<sup>th</sup>, 2020** 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 17<sup>th</sup>, 2020 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 17<sup>th</sup>, 2020** to ensure payments are mailed before the University closes for the holiday break – Tuesday December 22<sup>nd</sup>, 2020. 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](#).

**Expense Reimbursement Direct Deposit (ERDD)**

The final ERDD for 2020 will be processed on Tuesday December 22<sup>nd</sup>, 2020. **ERDD claims must be posted in FIS by the end of day Monday December 21<sup>st</sup>, 2020 to be selected for the final 2020 ERDD payment run.** “Parked” ERDD documentation must be provided to Financial Services by **end of day** on Friday, December 18<sup>th</sup>, 2020 for review and posting. If the “Parked” ERDD deadline is not met, the document will need to be reprocessed in January 2021.

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

The Accounts Payable department must receive completed wire payment forms by **Noon Tuesday December 15<sup>th</sup>, 2020** 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 2020 using the “F” type payment**, the **deadline** for providing the wire to Accounts Payable will be **end of day Friday December 4<sup>th</sup>, 2020**. You must have posted in FIS to vendor 990268 prior to this date. These payments will then be processed by Wednesday December 9<sup>th</sup>, 2020, to meet Payroll’s 2020 calendar year cutoff for honorarium payments.

The **final cheque and draft payment run** for honorariums will be **Wednesday, December 9<sup>th</sup>**. You must have posted in FIS to vendor 990268 **before end of day December 4<sup>th</sup>** to meet Payroll’s 2020 deadlines.

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