



MEMORANDUM

To: Business and Financial Officers
From: Linda Wong, Supervisor, Accounts Payable, Financial Services Department
Date: November 20, 2023
Re: Planned Payment Schedule before the 2023 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 2023 will be **Friday, December 15, 2023** 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, 2023 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 **Thursday, December 14, 2023** to ensure payments are mailed before the University closes for the holiday break – Wednesday, December 20, 2023. 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 2023 will be on **Tuesday, December 19, 2023**.

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 **Monday, December 18, 2023**. For more information on EFT payments, please see link [here](#).

Expense Reimbursement Direct Deposit (ERDD)

The final ERDD for 2023 will be processed on **Tuesday December 19, 2023**. ERDD claims must be posted in FIS by the end of day **Monday, December 18, 2023** to be selected for the final 2023 ERDD payment run. “Parked” ERDD documentation must be provided to Financial Services by end of day on **Friday, December 15, 2023** for review and posting. If the “parked” ERDD deadline is not met, the document will need to be reprocessed in January 2024.

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

The Accounts Payable department must receive completed wire payment forms by **noon, Wednesday, December 13, 2023** 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 2023 using the “F” type payment, the deadline for providing the wire to Accounts Payable will be end of day **Friday December 1, 2023**. You must have posted in FIS to vendor 990268 prior to this date. These payments will then be processed by Wednesday December 6, 2023, to meet Payroll’s 2023 calendar year cutoff for honorarium payments.

The final cheque and draft payment run for honorariums will be **Wednesday, December 6, 2023**. You must have posted in FIS to vendor 990268 **before end of day December 1, 2023** to meet Payroll’s 2023 deadlines.

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