

Financial Services
Kelowna Campus
Room 505, Centre for Learning



PAYROLL, MILEAGE & EXPENSE CLAIMS: WHAT DO I NEED TO KNOW?

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Manager, Financial Services

August 26, 2020

Today's Learning Objectives

1

- Understand the payroll periods

2

- Understand how to submit mileage claims

3

- Understand how to submit an expense claim

Pay Periods

- 26 two-week pay periods & 26 paydays annually
- When timesheet is not required, you will receive pay on the 2nd Friday of each regular pay period
- When timesheet is required:
 1. Pay period starts a week in advance of a regular pay period;
 2. Submit approved timesheet to Payroll a week prior to the regular payday; &
 3. Receive pay on the regular payday

Jul-14						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	414 11	12
13	14	15	16	17	18	19
20	21	22	23	24	415 25	26
27	28	29	30	31		
Payday		Stat				

Direct Deposit

- Confirmation is emailed on Wednesday before payday
- Employee deductions:
 - Payroll taxes, CPP & EI
 - Pension
 - Union dues
- Employer contributions:
 - CPP, EI & Pension
 - Health, LTD, AD&D, Life Insurance & MSP
 - Parking & WCB
- Like depositing to more than 1 bank account? Talk to Payroll about it!

1000 K.L.O. Road, Kelowna, B.C., Canada, V1Y 4X8

Deposit Date: 25-Jul-14 Deposit Amount: 1,185.63

NOT A VALID CHEQUE
CONFIRMATION OF DIRECT DEPOSIT ONLY

John Smith
1000 KLO Rd.
Kelowna, BC V1Y 4X8

Chequing: 685.63 Chequing: 500.00

ID No.	Employee Name	Period Ending	Pay Period	Doc. No.	Amount
300100000	John Smith	26-Jul-14	2014 - 415	8001000	1,500.00
EARNINGS			Current Amounts	Year-To-Date Amounts	
Type	Hrs/Units	Rate	Amount	Amount	
Regular Pay	70.00	25.00	1,750.00	26,250.00	
EI Rebate				54.95	
Total Earnings			1,750.00	26,304.95	
DEDUCTIONS			Current Amounts	Year-To-Date Amounts	
Type	Employer	Employee	Employer	Employee	
Federal Income Tax		192.50			2,893.54
Provincial Income Tax		70.00			1,052.20
Canada Pension Plan	87.50	87.50	1,315.25		1,315.25
Employment Ins - Wage Loss	46.55	33.25	699.71		499.79
Municipal Pension (Primary)	178.50	148.75	2,683.10		2,235.92
Support BCGEU Dues		32.38			486.64
Dental Insurance - Support	52.50		789.15		
Extended Medical - Support	52.50		789.15		
Long Term Disability	24.50		368.27		
Taxable Benefit AD&D	0.68		10.26		
Taxable Benefit Life Ins	6.83		102.59		
Taxable Benefit MSP	52.50		789.15		
Taxable Benefit Parking	9.23		138.45		
Workers Compensation of BC	5.25		78.91		
	516.54	564.38	7,763.99		8,483.35
Net Pay			1,185.63		17,821.60



Employee Online Services

Online access to your payroll documents

- Tax Forms
 - T4 Slips for current and prior calendar years
- Job Summary
 - If you have more than one contract you will see your earnings per position.
- Pay Information
 - Direct Deposit Allocation
 - Earnings History
 - Pay Stubs
 - Deductions History
 - Earnings by Position

Banner

Banner
Banner Cashier/Manual Login
OCPPRD Banner 9
OCTEST Banner 9
OCREPO Banner 9
Student T2202A Tax Form

Employee Online Services

Mileage Expense Claim

Where is the Mileage Expense Claim form?

Go to:

1. My Okanagan
2. Employee tab
3. OC Express – Forms
 - Finance
 - OC Mileage Log
 - Tips for completing

Okanagan College Mileage Log
 *An Expense Claim form is not required for mileage only claims

Employee Group: _____ Department: _____
 Employee ID: _____ Home Campus : _____
 Full Name: _____

Description of Travel: _____ FOAPAL: _____

Date:	Time:	Departing from:	City/Town	Time:	Arriving at:	City/Town	KM's Driven	Purpose of Travel *	Taxable / Business Travel	
TOTAL (this page)							-			
Carry-Forward (additional pages) ***										
Total Km's (all pages)							-	x \$0.50	\$ -	
									Owing to Claimant	
Claimant's Signature				Date		Budget Manager Approval				Date
I certify that the mileage claimed is true and is consistent with College policies and/or collective agreements, as applicable. I further certify that the mileage claimed was incurred by me while on College business, and that I have not and will not be reimbursed from another source.							*Employees with multiple work locations must include the purpose for being at the first campus/location and the last campus/location of the day.			
This form will be disclosed to CRA in the event of an audit.										

Mileage Expense Claim

- \$0.50per each reimbursable km
- Fill out Kilometer Log in full
- Sign and get budget manager's approval
- Forward to Finance for processing
- Please use standard km for calculations
- Tips for completing

	Kelowna	Oliver	Osoyoos	Penticton	Princeton	Revelstoke	Salmon Arm	Summerland	Vancouver	Vernon
Kelowna	-	104	128	67	176	197	115	45	400	53
Oliver	104	-	21	40	125	301	213	57	417	152
Osoyoos	128	21	-	61	115	321	234	78	407	173
Penticton	67	40	61	-	111	261	172	17	426	110
Princeton	176	125	115	111	-	382	272	128	294	211
Revelstoke	197	301	321	261	382	-	100	245	573	150
Salmon Arm	115	213	234	172	272	100	-	157	474	64
Summerland	45	57	78	17	128	245	157	-	411	97
Vancouver	400	417	407	426	294	573	474	411	-	449
Vernon	53	152	173	110	211	150	64	97	449	-

For details on how to claim mileage, refer to "Tips for Completing Mileage Logs" available on My Okanagan under OC Express - Forms - Finance

The above table is available in the Mileage Log form

Expense Claim

Where is the Expense Claim form?

Go to:

1. My Okanagan
2. Employee tab
3. OC Express – Forms
 - Finance
 - Expense Claim Excel/PDF
 - Tips for completing

The screenshot displays the 'myOkanagan' portal interface. At the top, there is a navigation menu with 'Banner', 'Campus Announcements', and 'Reports'. The main content area is titled 'Expense Claim' and includes the following sections:

- Employee Information:** Fields for Employee ID# (required), Employee Group, Full Legal Name, OC Department, and Campus.
- Description of expenses:** A text area for describing the expenses.
- INSTRUCTIONS:** A list of seven instructions regarding the submission of expense claims, including requirements for receipts, filing deadlines, and documentation for mileage.
- Financial Summary Table:** A table with columns for Fund, Org, Acct, Program, Actv, Loch, and Amount.
- Expense Claim Table:** A detailed table with columns for Date, Accommodation & Meals (Hotel, Breakfast, Lunch, Dinner), Transportation (Airfare, Taxi/bus), Other Expenses (Itemize), Description, Amount, and Total. It includes a 'Mileage carry-forward from Mileage Log' section with a rate of \$0.50/km.
- Approval and Totals:** Fields for Claimant's Signature and Date, Budget Manager Approval and Date, Financial Services Approval and Date, and a summary of amounts including Grand Total, Amount of Cash Advance, Charged Amount, and Owings to the College.



Expense Claim

Employee ID# (required):	Employee Group:
Full Legal Name:	
OC Department:	

Expense Claim
 Financial Services
 1000 KLO Road



- Follow completion instructions
- Attach ORIGINAL ITEMIZED receipts/invoices
- Submit travel expenses within 14 days
- Payment via Direct deposit
- Reimbursement is issued every Friday
- Deposit confirmation is emailed on Wednesday

OC Policies

1. Expenses must be in accordance with appropriate OC Policies.
2. Attach original **itemized** receipts/invoices for all expenses.
3. Claimant certifies that all expenditures claimed are: for the purposes for which the funds were awarded; net of any rebates and discounts; not reimbursed from other sources; and for expenses actually incurred by the claimant while on college business.
4. Travel expenses should be submitted within 14 days.
5. A kilometer log must be attached for all travel reimbursements.

Date	Accommodation & Meals				Transportation		Other Expenses (Itemize)		Amount	Total
	Hotel	Breakfast	Lunch	Dinner	Airfare	Taxi/Bus	Description			
	0.00	0.00	0.00	0.00	0.00	0.00	Mileage carry-forward from Mileage Log	Total Mileage	x \$0.50/km	\$ -
Grand Total										0.00

Claimant's Signature _____ Date _____ I certify the expenses claimed above are true and consistent with College policies and collective agreements, as applicable. I further certify that the expenses claimed were incurred by me while on College business, net of any rebates/discounts, and that I have not and will not be reimbursed from another source.	Budget Manager Approval _____ Date _____ I have reviewed the expenses submitted by the claimant and I confirm the claim is consistent with College policies and collective agreements, as applicable.	Amount of Cash Advance _____ Charged Amount (including airfare) _____ Owing to OC 0.00 Owing to Claimant 0.00
Financial Services Approval _____ Date _____		

QUESTIONS?

accountspayable@Okanagan.bc.ca
timesheets@Okanagan.bc.ca

FOAPAL Information for Expense Claims

Where to find the right FOAPAL?

Go to:

- My Okanagan
- Employee tab
- OC Express – Administrative Functions
 - Administration
 - FAST System

Finance Reporting

Application Info | Dashboard | Pinned Reports

Current Year: [v] Period: Mar-2014 (Year End) [v] By: Account [v]

Chart A Fund 1200 Operating Fund Organization 753191 Financial Services

Expense Claim
 Financial Services
 1000 KLO Road
 Kelowna, BC V1Y 4X8

Mileage one way from KLO Campus

Airport	15	Oliver	104	Summerland	45
Armstrong	75	Penno Rd	12	Vancouver	400
Downtown	4	Penticton	67	Vernon	53
Kamloops	176	Revelstoke	193	Victoria	450
Landmark	4	Salmon Arm	111		

For details on how to claim mileage, refer to the "Mileage Reimbursement" memo available on My Okanagan under OC Express - Forms

Fund	Org	Acct	Program	Actv	Loon	Amount
12100	753191	7410	50401		91	47.00



QUESTIONS?