

Procedure Guideline

for

Salary Payment to Student Helpers and Part-time Staff

April 2016

1. Letter of Appointment

Please issue a formal letter of appointment to the student helper or part-time staff member before submission of a payment request for making salary payment to him/her.

2. Wage Periods, Cutoff Days and Paydays

The wage period for student helpers and part-time staff runs from 25th of the previous month to 24th of the current month.

Paydays are scheduled on the last working day of the month. In order to allow processing time by the Finance Office (FO) and the bank (for autopay purpose), the cutoff days for submission of electronic payment requests by the units are set on 25th of the month.

The wage periods, the cutoff days for submission of electronic payment requests and scheduled paydays are provided in the College of Professional and Continuing Education (CPCE)'s website.

Units are requested to note the requirement of the Employment Ordinance that wages shall become due on the expiry of the last day of the wage period and shall be paid as soon as practicable but in any case not later than 7 days thereafter. An employer who willfully and without reasonable excuses fails to pay wages to an employee when it becomes due is liable to prosecution and, upon conviction, to a fine of HK\$350,000 and to imprisonment for 3 years. Explanations like delayed payment of salaries until finalization of accounts or receipt of funds from funding bodies are not acceptable reasons. Furthermore, payment requests covering previous wage periods indicate late salary payment and non-compliance with the Employment Ordinance.

3. Employment of Non-local Students

According to the conditions of Student Visa/Entry Permit approved by the Immigration Department for non-local student, he/she may take up part-time on-campus employment for not more than 20 hours per week throughout the year except no limit during summer months from 1 June to 31 August. A student who has breached the conditions of stay may be liable to removal from Hong Kong under the Immigration Ordinance, Cap.115. Units are reminded to arrange working hours of non-local students accordingly.

4. Mandatory Provident Fund (MPF)

If the staff member is an eligible person and is not exempted from MPF under the MPF Schemes Ordinance, subject to the Rules governing the CPCE's MPF Scheme, he/she shall be a Basic Member of the scheme. As such, both the employer and the employee are required to contribute the lower of HK\$1,500 or 5% of the employee's total relevant income for a wage period. The MPF contribution must be paid to the trustee of the MPF scheme within 10 calendar days after the end of each wage period.

In order to comply with the MPF Schemes Ordinance, payment requests submitted before the cutoff day of a wage period should cover period(s) of work from start to end of the wage period so that all relevant income payable to a staff member for services rendered in that wage period can be aggregated for the calculation of MPF contribution.

If payment requests were submitted after the monthly cutoff day, salary will be paid on the payday of the following wage period. In such case, the payment will be treated as relevant income of the following wage period for the purpose of calculating the MPF contribution.

CPCE full-time staff member engaging in part-time appointment of CPCE should take note that all his/her part-time appointments will be considered an extension of full-time appointment and any remuneration payable to him/her in respect of the part-time appointments will be an “allowance” of his/her full-time appointment for the purpose of CPCE’s MPF Scheme.

5. Payment Request

The basis of payment for a payment request follows that of the corresponding letter of appointment which may be hourly, monthly or lump sum basis. The period of work covered in the payment request, cannot be earlier than the start date of appointment or later than the end date of appointment. If applicable, provide the code, title and level of the relevant course, subject or project as well as the duty performed.

For completion of the basis of payment, please note the following:

Hourly Basis

Provide the date and number of working hour(s) for each working day. The sum of the number of working hours in the breakdown should be same as the stated “Total no. of hours”. Also the total number of working hour(s) requested for payment in the payment request, plus previously paid hours if any, cannot exceed the maximum hour(s) stated in appointment letter.

Monthly Basis

For any single continuous period of work, fill in the start date and end date of the period as well as the no. of days for the period. For period of work with start date and end date not a complete calendar month, salary payment will be made on a prorated basis according to the basic monthly salary.

Lump Sum Basis

Provide the period of work (i.e. start date and end date) and the “Total amount” requested for payment. This amount plus previous payment(s), if any, cannot exceed the amount of the all-inclusive honorarium stated in the appointment letter.

After filling in all details, please get the certification from the Head of Unit, his/her delegate or project leader before sending the payment request to FO of the PolyU.

In order to comply with the Employment Ordinance and avoid late salary payment, units are advised to submit electronic payment requests for each wage period on or before the specified cutoff day. Electronic payment requests can be accessed by units via CPCE's website: https://www40.polyu.edu.hk/focpcepymain/common/login_web_fa.jsp. The User Manual of Web-based Part-time Payment Request is provided in CPCE's website.

If units prefer to submit the payment requests in hardcopy to FO of the PolyU, they have to submit the payment requests for the same specified wage period a few days earlier due to the need for data input by FO of the PolyU, otherwise there will be a delay in salary payment and non-compliance with the Employment Ordinance. The hardcopy form of "Payment Request for Student Helper and Part-time staff" is available in CPCE's website.

6. Payment by Autopay or Cheque

Staff member is advised to provide his/her own bank account number to FO of the PolyU for receiving salaries by autopay. The bank account number can be provided in the "Personnel Record Form for Part-time Staff" from the CPCE Human Resources Office upon appointment.

If the bank account has not been provided or needs to be updated, staff should inform FO of the PolyU via a form called "Request for Update of Bank Account Information" which is available in CPCE's website. It will normally take about 2 weeks' time for the change to take effect after receipt of the form by FO of the PolyU. For staff members without bank account provided, they will receive cheques by post.

7. Termination of Employment

To ensure compliance with the Employment Ordinance that all outstanding salaries are paid not later than 7 days after the day of termination of employment, payment requests for the outstanding salaries should be submitted immediately upon completion of employment.

8. Enquiry

For further enquiry regarding salary payment to student helpers and part-time staff, please contact Accounting Operations Section (Part-time Payroll Unit) of Finance Office of the PolyU at 2766 6567 or email to foaptpl@polyu.edu.hk.