

Human Resources

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Human Resources

Seneca has been publicly recognized as an exceptional place to work, awarded a place as one of Greater Toronto's Top Employers for the 11th time. We hope to continue this trend, enhancing the work environment by listening and responding to your needs. It is the collective effort of our community that creates tomorrow's graduates.

PeopleSoft

Using your Seneca username and password, you can log into your PeopleSoft account to update your banking information, address and personal information. PeopleSoft is also used to report absences and request vacations.

[PeopleSoft user guides](#)

Payroll

[Online payroll system](#) is issued on a bi-weekly basis via direct deposit on Thursdays. Your pay is calculated on a salary grid based on relevant academic qualifications and experience. If you have any questions please contact Payroll.

Contract professors are paid every two weeks, in arrears. Generally, contract faculty are paid for weeks 1-6 and 7-12.

Direct Deposit & Banking Information

You can submit your Direct Deposit and banking information online through PeopleSoft via My.Seneca. Your pay stubs, T4s, personal and banking information are available here.

Travel & Expense Reports

Expenses are business operation-related expenditures (program related purchases, travel expenditures or emergency purchases) incurred by an employee eligible to be reimbursed.

Employees can complete an Expense Report by accessing the i3 portal through My.Seneca and clicking on 'Create Expense Report' under Quick Links. It is important to ensure that you get your Chair's approval prior to making any purchases to ensure your expense report will be approved and processed.

Once you complete an expense report and attach your scanned receipts, the report will be submitted to your Chair for approval and then to Finance for processing. You will receive your payment by direct deposit in the subsequent pay cycle. Please complete the expense report within 15 days after the expense incurred.

Employees must receive approval for their travel before they purchase or book. A Travel Authorization form must be approved by the appropriate signing authority before travel and related expenses are incurred. Travel Authorization Form is located in i3 – Travel & Expenses – Travel Authorization.

Absences & Vacations

All employees are required to follow procedures with respect to reporting absences and providing medical certification when absent as a result of illness, injuries and other circumstances that may cause them to miss work.

Unless the institution is officially closed, employees are required to be at work. Employees absent from work due to weather conditions will be required to utilize a vacation day, lieu day or a leave of absence without pay. If you are absent from work, please contact your supervisor directly.

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