

Human Resources/Payroll-Specific Forms

Please note: email approvals are required for all Human Resources/Payroll processing forms

Effective immediately, all HR/Payroll processing forms including Employee Information Form (EIF), Part-Time Academic Staff & Supplemental Teaching Appointment Form (PTA), Leave of Absence Form (LOA), and Short-Term Renewal Form (STR), will require an accompanying email from the appropriate signing authority holder stating their approval in addition to a digital/electronic signature.

The form submitter will need to be the budget code signing authority holder or include a forwarded email from the budget code signing authority holder with the following statement from their Lakehead email account:

"I approve the attached [type of form] for [employee name]."

For emails with multiple forms for different employees, the statement above may be used by stating each employee name. For example, if you have three EIFs for three different employees, the following statement should be used:

"I approve the attached [type of form] for [employee name 1, employee name 2, employee name 3]."

Forms submitted on or after May 19 without the appropriate email approval as described above will not be processed and the original submitter will be notified. We thank you for your attention to this matter. If you have any questions, please contact Human Resources or Payroll.