

Overpayment of Wages Repayment Options

Repayment options

Option# 1 E-Transfer (Preferred)

An E-Transfer through your bank to UBC Payroll Operations can be completed. Please refer to the following instructions:

To send an E-Transfer:

Step 1:

Login to your online banking to initiate an INTERAC e-Transfer.

Email address for payment: Payroll.Operations@ubc.ca

Message: section in eTransfer

Include the following information in the message section of your e-Transfer:

1. Employee Number
2. Employee Legal Name

Step 2:

Email Payroll.Operations@ubc.ca with the following information to confirm that you have processed an e-Transfer:

1. Employee Number
2. Employee Legal Name
3. Employee address
4. Department of employment
5. Reason for the payment

Note: Financial institutions may have a set dollar limit for an e-Transfer. Please check with your specific financial institution

Option# 2 Payroll deduction

Employees are able to setup a repayment through a payroll deduction plan. Please email Dawn.Irmscher@ubc.ca with the amount per pay that you would like to have deducted for the employee arrears of Canada Pension Plan Contributions.

Option# 3 Cheque or Money Order

Employees are able to send in a cheque or money order. The cheque or money order payable to "The University of British Columbia" can be mailed or delivered to:

Payroll Operations

TEF3 6190 Agronomy Road, 5th Floor
Vancouver, BC
V6T 1Z3

Option# 4 Deposit to UBC Royal Bank Account:

Step 1:

Visit a Royal Bank of Canada Branch and deposit to the following bank account:

Company Name: University of British Columbia

Transit Number: 30011

Currency: CAD

Institution Number/Bank: 003

Account Number: 3060167

Bank: Royal Bank of Canada

Step 2:

Email Payroll.Operations@ubc.ca with the following information to confirm that you have processed an e-Transfer:

1. Employee Number
2. Employee Legal Name
3. Employee address
4. Department of employment
5. Reason for the payment