

Section/Number: Compensation Management - 003	Approval Date: (DD/MM/YY)
Subject: Payroll Administration	Amendment Dates:
<p>Policy</p> <p>Employees will be paid on a bi-weekly basis based on their current rate of pay.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. Employees will be paid on a bi-weekly basis based on their rate of pay. 2. The Community Government will take all required and appropriate deductions. 3. Managers will provide the Payroll Officer with time sheets for all employees in their program area specifying the total number of hours worked for the pay period: <ol style="list-style-type: none"> 3.1. Hours of work will include any authorized absences such as vacations or sick leaves 3.2. Unauthorized leave or leave without pay will not be included in the total hours of work for the pay period. 4. The Payroll Officer will arrange for completion of pay based on the number of hours worked and the appropriate rate of pay. 5. The Payroll Officer will make all required and appropriate deductions and remittances to the authorized agency including, but not limited to, Income Tax, Canada Pension Plan and Employment Insurance. 6. The Payroll Officer will arrange for pay to be electronically deposited into the employee's account or will arrange for preparation of pay cheques. 7. The Payroll Officer will provide employees with salary information each pay day. 8. The Payroll Officer will prepare Payroll Verification Reports and distribute the reports to Managers each pay day. 9. Managers will verify and return the Payroll Verification Reports, identifying any discrepancies or errors. 10. Employees will be advised of discrepancies and/or errors and arrangements will be made to adjust payments as required. 	

Logo

Community Government Name

Attachments
N/A
References
N/A