



***M. D. OF GREENVIEW NO. 16***  
***POLICY & PROCEDURES MANUAL***

Section:  
**HUMAN  
RESOURCES**

**POLICY NUMBER: HR 04**

**POLICY TITLE: PAYROLL**

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**Date Adopted by Council / Motion Number:**

**10.03.824**

**PURPOSE:**

To establish procedures to ensure employees are paid on a timely basis.

**POLICY:**

Administration will ensure proper accounting and legislative requirements are met for implementing a timely payroll.

(Original signed copy on file)  
REEVE

\_\_\_\_\_  
C.A.O.

**TITLE: PAYROLL PROCEDURES**

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**PROCEDURE:**

- 1.0 Each salary and wage employee must complete a time sheet, sign it, and submit it to their supervisor every two weeks, per the pay schedule.
- 2.0 The time sheet is a valid, permanent statement and cannot be altered by anyone except the employee, with the approval of the supervisor, except to correct errors. When an error is corrected, a copy shall be sent to the employee.
- 3.0 It is the supervisor's & Director's responsibility to submit approved time sheets to the Payroll/Benefits clerk for record keeping.
- 4.0 Employees shall be paid every two weeks, per the pay schedule.
- 5.0 Deductions and withholdings required by law, as well as the employee's share of benefit premiums shall be deducted from each pay cheque, as they apply to salary and/or wage staff.
- 6.0 The employee's portion of premiums for benefits shall be deducted on the first pay period of each month.
- 7.0 All employees classified as 'Wage Employees' shall be paid on an hourly basis.
- 8.0 Employees may receive a pay advance if special circumstances warrant and approved by the C.A.O.
- 9.0 Each payroll run shall be approved by the C.A.O. or Director of Corporate Services prior to cheques being issued or electronically transferred.

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C.A.O.