



POLICY AND PROCEDURE MANUAL

SECTION: Financial

POLICY: FI 08

DATE: May 2025

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August 2022; November 2014; March 2013

PAYROLL PROCESSING

PREAMBLE

To ensure payroll accountability, employees will follow the *Hours of Work Policy* and are responsible to submit Attendance Records on a monthly basis to their supervisor identifying any approved vacation days taken, compensatory hours accrued or used, sick days utilized, or approved leave of absence days utilized.

POLICY

Contact Brant employees will be paid on a bi-weekly basis by direct bank deposit.

PROCEDURE

1. Employees will provide the Executive Assistant with the required information for their bank account to have their payroll directly deposited.
2. The Chief Executive Officer is responsible to ensure employees are paid according to the approved salary grid established by the Board of Directors and contractual agreements with each employee.
3. The Executive Assistant is responsible to ensure payroll information, as directed by the Chief Executive Officer, is kept up to date with the payroll provider and recorded in the organizations financial records.
4. Any changes to the standing information of the payroll register including addition of new employees, deletion of employees, changes in base pay rate, or changes in hours worked must be provided in writing or electronically by the Chief Executive Officer to the Executive Assistant before any change can be made.
5. The Executive Assistant will ensure payroll will be processed in a timely manner to make sure employees are paid on the scheduled bi-weekly dates; payroll statements will be distributed to each employee by the Friday of each pay week.
6. The Executive Assistant will review **bi-weekly payroll reports provided by Ceridian for accuracy and forward to the Bookkeeper to** process payroll expenditures and allocations bi-weekly.
7. The Executive Assistant will ensure the payroll provider makes appropriate deductions, files all federal tax payments and reports, issues the T4 statements to employees by January 31st for the prior calendar year, and issues a Record of Employment at staff termination.