

COMMUNITY LIVING DURHAM NORTH

PAYROLL POLICY

Policy No: C-3 (Human Resources)

Effective Date: November 24, 2015

Rationale

To ensure employees receive compensation on a regular schedule.

Policy Statement:

CLDN will implement a payroll process that ensures employees are paid their salary, wages and expenses accurately and on a regular basis.

Approved by: _____ Date: _____
for the Board of Directors

COMMUNITY LIVING DURHAM NORTH

PAYROLL POLICY

Procedure No: C-3-1
Payroll Processing

Effective Date: November 24, 2015

- CLDN utilizes CARM, an online scheduling software database to publish employee schedules and collect employee time cards for payment. Employees are paid on a bi-weekly basis.
- Upon hire, employees will be provided with a login, a password and the training necessary to access CARM. CLDN uses a direct deposit process so the new hire must also provide a form or void cheque informing Payroll of their bank's transit number, institution number and their own account number.
- Our two week pay periods run from Saturday to Friday. On the last Friday of the two week period, employees will verify their hours worked, noting in the comment section any necessary changes. They will then submit their timesheet electronically to their direct manager.
- By the following Monday at 11:00 am, managers will review and authorize employee timecard submissions and will then submit them, electronically, to Payroll. No timecard submissions can be authorized after this 11:00 am deadline.
- The Manager of Finance or designate will prepare the Payroll run and ensure that all necessary deductions are made (e.g. Pension, Union Dues, Group Health and those required by current federal and provincial laws and regulations).
- The run is then transmitted to the payroll management firm (Desjardins) that provides our direct deposit service. Deposits are made into employees' personal bank accounts on Friday.
- Employees will be provided with secure (password protected) electronic access to the Desjardins website where they can view and print their payment statement (cheque stub).
- Employees wishing to make changes to their direct deposit information shall contact the payroll department. Questions about their timesheet or payment should be directed to their direct manager.

Procedure No: C-3-2
The Submission of Timesheets

Effective Date: November 24, 2015
Revision Date: June 15, 2017

- Employees must submit their timesheets to their direct manager by 12 Noon on the Saturday following the end of a pay period, in advance of the managers' authorization deadline of 11:00 a.m. on the Monday following.
- By doing so, the employee is verifying that he or she has reviewed their timesheet and has notified their manager of any extra hours worked, beyond those originally scheduled, and, similarly, has brought their manager's attention to any late arrivals or early departures.
- The employee is personally accountable for filing an accurate report of hours worked; clicking on *Submit* in the database is the electronic equivalent of signing an old-fashioned paper timesheet and attesting to its accuracy. Failure to do so will result in progressive disciplinary action.

Approved by: _____ Date: _____
CEO