

Directive Title:	COUNTY PAYROLL SCHEDULE
Directive Number:	DIR-PE 005
Date of Approval:	
Department Sponsored by:	Human Resources

1. Purpose:

The purpose of this policy is to establish the guiding principles by which Employees will be paid their earnings.

2. Objective:

To provide staff with the guiding principles by which they will be paid their earnings

3. Definitions:

Pay Period	Is the recurring length of time over which employee time is recorded and paid; frequency of pay period is as detailed in the Standard Operating Procedure for Payroll.
Payroll Documentation	the records associated with paying employees, from hiring documents and direct deposit authorization forms, as well as anything that substantiates total hours worked, pay rate, tax deductions, employee benefits, etc.

4. Scope:

This policy applies to all Employment Classifications and Council.

5. Directive Instructions:

5.1 Employees will:

5.1.1 Submit payroll documentation to the Payroll & Benefits Administrator within two days of the start date.

5.1.2 Submit completed timesheets within the time frame required by the immediate supervisor, and as per the Standard Operating Procedure for Payroll.

5.2 The County will:

- 5.2.1 Issue Payroll payments in accordance with the yearly Pay Period schedule as prepared annually by the Corporate Services Department.
- 5.2.2 When a seasonal layoff, termination or resignation occurs between scheduled paydays, Payroll will process final pay as soon as possible after receiving final approved timesheets and all termination documentation, in accordance with Alberta Labour Standards

6. Responsibility:

- 6.1. The Chief Administrative Officer shall review and approve all Directives.
- 6.2. Administration shall administer the Directive.
- 6.3. The sponsoring department shall be responsible for updating the Directive.

7. Signatures:

Chief Administrative Officer

Director/ General Manager

Date

Date