



Title: Payroll	Date Approved: June 8, 2021
Policy #: HR 1-2021	Council Resolution #: 138-21
Department: Human Resource	Revision:
Rescinds:	Procedure #: HR 1-2021

Preamble:

This policy lists protocol for effective guidance and management control of the Payroll system. The Town of Carberry feels it is necessary to have a clearly-stated policy regarding the management of the Payroll system in order to maintain accountability to the public.

General Standards and Regulations:

The Town of Carberry shall ensure proper accounting and legislative requirements are implementing a timely payroll while ensuring all employees are paid on a timely basis.

Policy:

1. Payroll is based on a bi-weekly pay period.

2. Each salary and wage employee must complete a time sheet or punch card, sign it, and submit it to their supervisor every two weeks, per the pay schedule. See Appendix "A" for an example of a time sheet.

3. 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.

4. It is the supervisor's & Director's responsibility to submit approved time sheets to the Payroll/Benefits clerk for record keeping.

5. Employees shall be paid every two weeks with their net pay directly deposited into their bank account every second Thursday, per the pay schedule.

6. Deductions and withholdings required by law and employee's share of benefit premiums shall be deducted from each pay cheque, as they apply to salary and/or wage staff.

7. All employees classified as 'Wage Employees' shall be paid on an hourly basis.

8. The payroll clerk is responsible for:
 - (a) Ensuring accuracy of new rates for (but not limited to) wages and benefits.
 - (b) Efficiently and effectively processing payroll.

- (c) Provide electronic pay stubs to each employee after each pay period.
- (d) Ensure confidentiality of personnel and payroll data is maintained.
- (e) Ensure adequate payroll related training is provided.
- (f) Ensure payroll data is backed up after each pay period.

9. Employees may receive a pay advance if special circumstances warrant and approved by the CAO.

10. Each payroll run shall be approved by the CAO., Assistant CAO or Financial Officer prior to cheques being issued or electronically transferred.

11. If there is a discrepancy in expected pay versus actual pay, employees are expected to bring the concern forward to the payroll clerk as soon as possible.

Adopted by Resolution of Council # 138-21 at Carberry, Manitoba, this 8th day of June, 2021.

Appendix "A"

Payroll Time Sheet

Employee Name _____

Time Period _____ To _____

	Date	Start Time	End Time	Total Hours	REG, BNK, HOL, OT
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Weekly Total				0.00	

	Date	Start Time	End Time	Total Hours	REG, BNK, HOL, OT
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Weekly Total				0.00	
Period Total				0.00	