

3.2 Payroll Administration Policy

Intent

The intent of this policy is to communicate the employer's payroll processes and procedures.

Scope

This policy applies to all employees always and without exception.

Unionized employees shall adhere to their current Collective Agreement for policies governing payroll administration. Where the Collective Agreement is silent, bargaining members shall refer to the contents of this policy. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

Guidelines

The employer utilizes consistent and comprehensive payroll processes and procedures to ensure that its employees are paid appropriately and on time.

The employer's payroll service provider is currently Ceridian. Payroll information is submitted to Ceridian on a bi-weekly basis and all required statutory deductions and garnishments are calculated where applicable. Payroll will be deposited into employee bank accounts on the 10th and 22nd of the month. If either of these days falls on a weekend, payroll will be deposited the Friday before the weekend.

The employer shall ensure all payroll and compensation information is stored and maintained in a secure area. Such information shall only be shared for payroll, administrative and legal purposes.

Employees

- Must complete and submit required federal and provincial income tax forms and all other associated payroll paperwork. Federal and provincial tax forms will be utilized by the organization to calculate statutory deductions as required by law such as CPP, EI and Income Tax.
- Must provide their banking information to facilitate the direct deposit process.
- Must promptly inform the payroll department of any changes to banking information.
- Must accurately document and report all hours worked. Hourly employees must accurately utilize the time management system, such as the hand scan, to ensure hours worked are properly tracked and reported.
- Should immediately inform the payroll department of any identified discrepancies in payment.

Management

- Will ensure all new hire information is collected and submitted to the payroll department in a timely and accurate manner.
- Will accurately maintain a record of all sick, vacation, personal days, overtime and lieu time as well as all other time away from work taken by direct reports.
- Will forward any inquiries to the payroll department in a timely manner.
- Will ensure all collected and retained employee information pertaining to remuneration remains confidential and is only disclosed to authorized personnel.

Payroll Department

- Will update and maintain the company's payroll information system with new employee information, terminations, leaves, updated banking information etc.
- Will process payroll accurately and adhere to the payroll schedule.
- Will provide accurate and timely reports to relevant departments and government agencies as required.
- Will accurately process TD1s and all other government required documentation.
- Will respond to inquiries from employees, management, government agencies and all other relevant parties in a timely manner.
- Will maintain confidentiality concerning employee payroll information and remuneration.