

## Manual of Administration

<b>TOPIC:</b> Administration	<b>SUBJECT:</b> Time Sheet Submission	<b>Code: AD150</b>
		<b>Date of Issue: April 1993</b>
		<b>Revised: January 2012</b>
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The following procedure outlines the payroll process for all full time, part time, and casual employees of Avenue II:

### **PAY PERIOD:**

1. The pay period commences on Sunday and ends on Saturday the following week.
2. The pay day will be the Friday following the end of the pay period.

### **STATUTORY HOLIDAY SUBMISSION:**

1. When the Monday following the end of the pay period is a statutory holiday, timesheets must be submitted by 8:30 a.m. on the Friday before.
2. When the Friday before the end of the pay period is a statutory holiday, timesheets must be submitted by 8:30 a.m. on the Thursday.
3. Any changes to the timesheet must be called in on the first day the office is open by 8:30 a.m. Ensure you speak to a person and **DO NOT** leave a voice mail.
4. Failure to follow the above will result in timesheets being processed with the next payroll. Failure to follow the above timelines may result in discipline.

### **TIME SHEETS:**

1. Employee time sheets must be completed by the employee and submitted for approval by 8:30 a.m. on the Monday following the end of the pay period.
2. Supervisors must approve and submit time sheets to administration for payment by 8:30 a.m. Tuesday prior to pay day.
3. Employee time sheets which are not submitted or approved by this time will be credited to the next pay period. Failure to submit time sheets on time is subject to discipline.

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4. In the event, that extenuating circumstances prevent the employee from submitting the time sheet on time, the employee must contact the designated Manager/Director to make alternate arrangements prior to 4:30 p.m. Monday. (Definition of extenuating circumstances: personal illness, illness of an immediate family member, emergency leave.) Ensure you speak to a person. **DO NOT** leave a voice mail.
5. Changes in name or address must be submitted in writing to the Director of Finance and Administration.
6. Manual cheques will only be produced in the following:
  - i) Extreme circumstances as defined in 4.
  - ii) Agency error in excess of 10 hours of pay.
  - iii) As approved by the Executive Director.