

## Manual of Administration

<b>TOPIC:</b> Finance	<b>SUBJECT:</b> Timesheet & Expense Claim Submission	<b>Code:</b> FN030
		<b>Date of Issue:</b> April 1993
		<b>Revised:</b> December 2014
		<b>Page 1 of 3</b>

The following procedure outlines the payroll / expense claim process for all 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 / expense claim 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 / expense claim must be submitted by 8:30 a.m. on the Thursday.
3. Any changes to the timesheet / expense claim 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 / expense claim being processed with the next payroll. Failure to follow the above timelines may result in discipline.

### **TIMESHEETS:**

1. Employee timesheets / expense claims 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 timesheets / expense claims to administration for payment by 8:30 a.m. Tuesday prior to pay day.

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		<b>Page 2 of 3</b>

3. Employee timesheets / expense claims which are not submitted or approved by this time will be credited to the next pay period. Failure to submit timesheets / expense claims on time is subject to discipline.
4. In the event, that extenuating circumstances prevent the employee from submitting the timesheet / expense claim on time, the employee must contact the designated Manager/Director to make alternate arrangements prior at 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 Human Resources Officer.
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.

### **EXPENSE CLAIMS:**

1. **Expense claims** are to be completed bi-weekly on the timesheet, for approval by your supervisor. Failure to submit bi-weekly expenses is subject to discipline. March claims for the year ending March 31<sup>st</sup> must be submitted on the last payroll of the fiscal year, in order to be paid.
2. **Claims** must be accompanied by all receipts in order to receive payment.
3. **Parking Expenses:** Will be reimbursed. Staff are encouraged to look for free parking and obtain receipts where possible.
  - a. **Bus Fares:** are exempt when paid by cash (i.e.: a receipt is not required). Staff are encouraged to use staff bus passes which can be obtained from Administration.

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		<b>Page 3 of 3</b>

4. Claims are to be submitted by Monday, 8:30 a.m., prior to the pay day for approval. In the event of a statutory holiday on the Monday prior to payday, all expense claims must be in by the Friday prior to payroll week.
5. Supervisors will approve and submit the claim to the Finance Officer prior to Monday, 4:30 p.m., prior to the pay day.
6. Claims will be processed and be paid via direct deposit on pay day, forgoing exceptional circumstances. Special notice may occasionally be given of expense claims not being processed until the following pay day.
7. Claims must be submitted via timesheet for all bargaining unit staff.