

Policy & Procedure Manual

PAYROLL PROCESSING – FD-VII-2

POLICY

Payroll processing will be completed no later than noon on the Wednesday of the week in which pay day falls.

PURPOSE

This process is required in order to produce pay deposits.

PROCEDURE

Refer to Payroll Manual for detailed procedures.

RECOMMENDED BY: Director, Finance and Administration

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources

ORIGINAL POLICY DATE: July 1993

AUTHORIZED BY: Executive Director

SIGNATURE:

A handwritten signature in blue ink, appearing to be "S. [unclear]", written over a horizontal line.