

**Policy & Procedure Manual**

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**EMPLOYEE MASTER FORMS – FD-VII-3**

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**POLICY**

An Employee Master Form must be received from the Human Resources Department prior to any new employees being initiated on the payroll system or any changes to existing employee Classification, Primary Area of Assignment, Status or Rate information.

Employees transferring from full time to part time/casual or vice versa will be effective on a pay period start date only.

**PURPOSE**

To ensure employee information is not added or changed without the proper authorizations.

**PROCEDURE**

1. The completed Employee Master Form is received from the Human Resources Department and date stamped for new employees, re-hired employees or changes to be made to an employee's Classification, Primary Area of Assignment, Status or Rate information.
2. Upon entering all necessary data into OHR/KIS/AE to initiate the hire or make the applicable changes, the Employee Master Form is stamped "Posted", initialed and placed in pay period processing folder.
3. A change in an employee's full time/part time status **cannot occur mid-pay period** in order to eliminate issues in processing any necessary payouts ensuring an accurate payroll can be processed.
4. Once the pay period processing is complete, the original Employee Master Forms are verified against the Payroll Interface Audit Report and the Payroll Register and initialed by Payroll & IT Specialist.

**POLICY: FD-VII-3**  
**DEPARTMENT: Finance**  
**CATEGORY: Payroll**  
**EFFECTIVE DATE: July 2019**  
**SUPERSEDES VERSION DATED: November 2008**  
Page 2 of 2

5. The posted and verified forms are initialled by the Director, Finance and Administration and then filed in the individual employee's payroll file following payroll processing.

**RECOMMENDED BY:** Director, Finance and Administration

**APPENDICES:** 0

**OPERATIONAL ACCOUNTABILITY:** Administration, Finance, Human Resources,  
Community Services Administration

**ORIGINAL POLICY DATE:** July 1993

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**

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