

PAYROLL

Background

Division payroll procedures are designed to provide for efficient and cost-effective payment of employees.

This administrative procedure is to be administered by the Assistant Superintendent, Employee Services.

Procedures

1. Division payroll payments are deposited directly to the employee specified account at a recognized financial institution.
2. A detailed statement of earnings and deductions is prepared and distributed to each staff member in accordance with the regular payroll schedule as follows:
 - 2.1 Teachers salary payments shall be distributed the last banking day of each month or the last teaching day of the month whichever comes first. July and August salary payments are made as per the collective agreement.
 - 2.2 Support staff are paid on the last banking day of the month.
 - 2.3 Guest teachers and casual staff members are paid on the 10th of the following month.
3. Continuing support staff members who work 20 hours or more per week may request a mid-month advance based on 40% of net pay. Temporary employees will be calculated on a 15 working day month. Payable on the 16th day of each month ([Form 516-1](#)).
4. New staff starting the last week of the month, in some cases, may not receive payment until the following month.

Reference: Relevant Legislation & Guidelines