


Administrative Procedures 407

Payroll

		Adopted: June 28, 2011
	External References: <ul style="list-style-type: none">• Sun West Teachers' Local Bargaining Agreement• CUPE Local 4802 Collective Bargaining Agreement	Amended: March 29, 2016
		Internal References: <ul style="list-style-type: none">• Form 407-1 Support Staff Time Sheets• Form 407-2 Caretaker Time Sheets• Form 407-3 Colony Educational Assistant Time Sheets• Form 407-4 Acting Principal's Allowance and Extra Time for Part Time Teachers• 407-6 Noon Supervisors Payroll Information• Form 407-8 Bus Driver Absence and Spare Driver Report• Form 407-9 Spare Bus Driver Claim for Payment• Form 407-10 Employee Emergency Contact Information• Form 407-11 Change of Personal Information Authorization

Background

The Division requires various information to ensure that payroll is processed in an accurate and timely manner. The procedures below outline how the various employees groups report this information to the payroll department and when employees, substitutes or casual employees are paid.

Procedures

1. Payroll Processing

- 1.1 Payroll is completed by direct deposit for all employees in accordance with the provisions of the local collective bargaining agreement. (Teachers – Sun West Teachers' Local Bargaining Agreement, Support Staff – CUPE Local 4802 Collective Agreement)
- 1.2 Payroll is completed by direct deposit for all out of scope employees and is deposited on or before the twenty-fifth (25th) day of each month, with the exception of December when payroll is processed on or before the last teaching/student day in December.
- 1.3 Payroll for substitute teachers is completed by direct deposit on or before the 7th of the month following the month end in which the substitute teacher has worked.
- 1.4 Payroll for casual employees is completed by direct deposit in accordance with the provisions of the CUPE Local 4802 Collective Agreement.
- 1.5 Payroll for noon hour supervisors is completed by direct deposit on or before the 7th of the month following the month end in which the noon hour supervisor has worked.

2. Payroll Forms

- 2.1 Newly hired employees (including employees rehired following previous employment) are required to submit forms for payroll processing as soon as possible following the receipt of the contract/offer of employment. Payroll processing may be delayed due to incomplete or missing applicant information.
- 2.2 To ensure payroll and personnel file information is current, any changes to personal information such as name, address, etc. are to be submitted to the payroll department using Form 407-11 Change of Personal Information Authorization.

3. Time Sheets for Monthly Payroll Processing (school based support staff)
 - 3.1 School-based employees (Caretakers, Educational Assistants, Librarians and Secretaries) will submit a monthly time sheet on or before the 15th of each month. The timesheet will document regularly scheduled hours worked up to and including the 15th and planned hours to be worked from the 16th to the month end.
 - 3.2 Time sheets may be scanned and emailed to payroll.
 - 3.3 Documentation on time sheets should include reference to any absences due to illness, medical appointments, access of vacation time (12 month employees), leave without pay or any other absence. An explanation of the absence (including the number of hours absent) should be included in the notes section. Any days with 0 hours reported will not be paid.
 - 3.4 When there are changes in actual hours worked following submission of the time sheet, these changes will be noted on the following month's time sheet in the notes section.
 - 3.5 Absences following submission of the time sheet should be reported in the notes section of the next monthly time sheet.
 - 3.6 Any hours in excess of the employees regularly scheduled hours of work will be documented on the timesheet with details in the notes section indicating the reason for the additional hours of work.
4. Reporting to Payroll (Flex hours, additional support hours)
 - 4.1 All employees, with the exception of school bus drivers, will enter all absences into AESOP.
 - 4.2 Form 407-4 Acting Principal Allowance and Extra Time for Part Time Teachers will be submitted by email at the end of the month. When a part-time teacher is substitute teaching for an absent teacher, this form is not used.
 - 4.3 All absences are to be reported, regardless of the necessity for a substitute or casual to replace the absent employee.
 - 4.4 Absences are entered as soon as possible and no later than 30 minutes prior to the start time of the absence.
 - 4.5 In AESOP the notes to administrator field should include details regarding the absence.
5. Teaching Staff Absences
 - 5.1 The following categories will be used to report absences for teaching staff:
 - Sick (for illness only)
 - Medical Appointment (for any medical, dental or optical appointment)
 - Special Leave (include explanation, example: child illness)
 - Funeral (include relationship: uncle, mother, friend)
 - Compassionate leave (death or critical illness) (please include the relationship, example: death of father, critical illness of mother) (HR approval required for compassionate leave critical illness)
 - Leave without pay (include reason)
 - Ex Cur EDO (extra-curricular EDO)
 - NHSEDOSS (noon hour supervision earned leave)
 - NHSEDO (noon hour supervision EDO)
 - Teacher Initiated PD (include name of conference)
 - Division Initiated PD (include name of conference)

- Meeting (include name of the meeting)
- Extra-Curricular (coaching a school sport or activity, please include the activity, ex. golf sectionals)
- Any leave not included in the above list – please provide explanation

6. Support Staff Absences

6.1 The following categories will be used to report absences for support staff:

- Sick (for illness only)
- Medical Appointment (for any medical, dental or optical appointment)
- Duty of Care (include relationship and either illness or medical appointment, example: child-illness, mother-medical appt.)
- Funeral (include relationship:, uncle, mother, friend)
- Compassionate leave (death or critical illness) (please include the relationship, ex. death of father, critical illness of mother) (HR approval required for compassionate leave critical illness)
- Leave without pay (include reason)
- Ex Curr EDO (extra-curricular earned leave)
- Employee Initiated PD (include name of conference)
- Division Initiated PD (include name of conference)
- Meeting (include name of the meeting)
- Extra-Curricular (coaching a school sport or activity, please include the activity, ex. golf sectionals)
- Any leave not included in the above list – please provide explanation

7. Bus Drivers – Payroll Documentation

7.1 Bus drivers will complete Form 407-8 Bus Driver Absence and Spare Driver Report and submit weekly. The form may be scanned and emailed or faxed to payroll.

7.2 Reasons for absence will be listed with specific information including the type of absence, name of spare bus driver, etc. When no reason is listed, leave without pay will be accessed.

7.3 Spare bus drivers will complete Form 407-9 Spare Bus Driver Claim for Payment and submit weekly. The form may be scanned and emailed or faxed to payroll.

8. Activity Logs

8.1 Activity logs will be completed by itinerant division level teachers, consultants, learning coaches, superintendents, supervisors, managers and employees who spend time during the work week outside of the office due to meetings, interviews, etc.