

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: July 23, 2018
		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• Form 407-7 Bus Driver Service Trip Expense• Form 407-8 Bus Driver Leave Request• Form 407-9 Spare Bus Driver Service Claim• Form 407-11 Change of Personal Information Authorization• Form 417-12 Extra Hours for 10 Month Support Staff• Form 407-13 Noon Supervisors Record

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 teaching staff and is deposited on or before the 25th day of each month, in accordance with the provisions of the local collective bargaining agreement.
- 1.2 Payroll is completed by direct deposit for hourly-paid employees, including casual employees. Hourly-paid employees will be paid for the period from the 1st to 15th on or before the 21st day of each month and will be paid for the period from the 16th to 31st on or before the 6th day of the month following.
- 1.3 Payroll is completed by direct deposit for 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 student day in December.
- 1.4 Payroll is completed by direct deposit for substitute teachers and is deposited on or before the sixth (6th) day of the month following the month in which the substitute teacher 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 time sheet on or before the 15th of each month (for the pay period from the 1st to the 15th) and will submit on or before the 31st of each month (for the pay period from the 16th to the 31st). The timesheet will document regularly scheduled hours worked.
 - 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 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
 - 4.1 All employees will enter all absences into Absence Management (Aesop) prior to the absence.
 - 4.2 All absences are to be reported, regardless of the necessity for a substitute or casual to replace the absent employee.
 - 4.3 Absences are to be entered as soon as possible and no later than 30 minutes prior to the start time of the absence.
 - 4.4 Employees will select from the list of available absence reasons and provide information in the 'Notes to Administrator' field including details regarding the absence.
 - 4.5 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.
 - 4.6 Form 407-12 Extra Hours for 10 Month Support Staff will be submitted by email on or before the 15th and on or before the 31st to report any additional hours worked. When an employee is working additional hours replacing an absent employee, this form is not used.
 - 4.7 Form 407-13 Noon Supervisors Record will be used to report noon supervision hours completed by noon supervisors or assistant noon supervisors (students).
5. Bus Drivers – Payroll Documentation
 - 5.1 Bus drivers will enter all absences into Absence Management (Aesop) in advance of the absence.
 - 5.2 Bus drivers without access to Absence Management (Aesop) will contact the Transportation Department prior to the absence.
 - 5.3 Requests for a leave of absence of more than 5 days must be submitted at least 5 working days prior to the first day of the requested absence.
 - 5.4 Spare bus drivers will complete Form 407-9 Spare Bus Driver Service Claim and submit twice monthly; on or before the 15th for days worked between the 1st and the 15th, and on or before the 31st for days worked between the 16th and the 31st.
 - 5.5 Spare bus drivers may access Absence Management (Aesop) to view all days worked in the past as well as days booked to work in the future. When days worked or scheduled to

work are not visible in Absence Management (Aesop) please contact the Transportation Department.

6. Activity Logs

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