

<b>Employee Handbook</b>	Authority: Approved by Council	Type: Employee
	Effective date: March 5, 2012	Revised date: December 12, 2018
	Policy No. 300-1 Payroll	

Town of Lampman No. 34

Policy No. 300-1 Payroll

December 12, 2018

**1. Payroll**

- 1.1. Payroll is based on a semi-monthly pay period.
- 1.2. Outside employees shall submit their timesheets to the Foreman on the morning of the next regular working day following the day worked. Office employees shall clock in when arriving for work, and will clock out as they leave for the day.
- 1.3. The municipality will have the employees net pay directly deposited into the employee's bank account no later than the 6<sup>th</sup> and 21<sup>st</sup> of each month, as per Saskatchewan Labour Standards.
- 1.4. If there is a discrepancy in expected pay versus actual pay, employees are expected to bring the concern forward to the Administrator as soon as possible.
- 1.5. Pay stubs are made available to each employee after each pay period to review and save.
- 1.6. All prescribed statutory deductions will be made from each paycheque. Deductions can include (but are not limited to): CPP, EI, Income Tax, pension contributions, benefits deductions, wage garnishment (as regulated and allowed) and other deductions as necessary. Each deduction will be listed on each pay stub.

Document Revision History:

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Policy No 300-1 Payroll Policy	Dec 13, 2012	Council
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Policy No 300-1 Payroll	December 12, 2018	Council