

Manual of Administration

TOPIC: Administration	SUBJECT: Time Sheet Submission	Code: AD150
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The following procedure outlines the payroll process for all full time, part time, and casual employees of Avenue II:

PAY PERIOD:

1. The pay period commences on Sunday and ends on Saturday the following week.
2. The pay day will be the Friday following the end of the pay period.

TIME SHEETS:

1. Employee time sheets must be completed by the employee and submitted for approval by 8:30 a.m. on the Monday following the end of the pay period.
2. Supervisors must approve and submit time sheets to administration for payment by the close of the Monday prior to pay day.
3. Employee time sheets which are not submitted or approved by this time will be credited to the next pay period.
4. In the event, that extenuating circumstances prevent the employee from submitting the time sheet on time, the employee must contact the designated Manager/Director to make alternate arrangements prior to 4:30 p.m. Monday. (Definition of extenuating circumstances: personal illness, illness of an immediate family member, emergency leave.)
5. Changes in name or address must be submitted in writing to the Director of Finance and Administration.
6. Manual cheques will only be produced in the following:
 - i) Extreme circumstances as defined in 4.
 - ii) Agency error in excess of 10 hours of pay.
 - iii) As approved by the Executive Director.

