



Payroll

CONCORDIA STUDENTS' ASSOCIATION

CONCORDIA UNIVERSITY of EDMONTON

EDMONTON, ALBERTA

December 2015

Policy: Payroll

Category: Finances

Date Approved: February 21, 2016 Date Reviewed: December 28, 2015 Date Rescinded:

POLICY

The Concordia Students' Association (CSA) recognizes the need for a consistent and secure payroll system.

EXPECTATIONS

- 1) Payroll is to be administered semi-monthly by the Human Resources Director through *Avanti*, in coordination with the Executive Director and the VP Finance.
- 2) In the event that the Human Resources Director is not available to administer payroll, the Executive Director will act as the payroll administrator.
- 3) New hire forms, and payroll deduction forms are to be submitted to the Executive Director and HR Director no later than six days prior to the next payday.
 - a) Timesheets will be collected and approved monthly by the VP Finance in coordination with the Executive Director.
 - b) If any discrepancies are found between timesheets, required duties, and hours of work, it shall be reflected in the next administration of payroll.
- 4) Payroll shall be administered via direct deposit.
 - a) The employee will need to provide electronic funds transfer information before payroll can be administered.
 - b) Paystatements are emailed via password protected PDF's.
 - i) Paycheques will be distributed by the Executive Director and VP Finance.
 - ii) Paycheques left unclaimed after four weeks will be mailed to the employee's most current address on file.
 - iii) If the paycheque is still unclaimed and returned, it shall be kept secured by the Executive Director.
 - iv) If the paycheque becomes stale dated, it can be destroyed.

Travel Advances

- 5) All personnel payroll information will be secured by the Executive Director in coordination with the HR Director.