

PAYROLL MATTERS

Background

Payroll and Benefit expenditures account for 90% of school district expenses. It is important to ensure that payroll matters are properly addressed and managed at the appropriate level of management.

Procedures

1. The Human Resources Department is responsible for the hiring and assignment of all staff into appropriate positions in keeping with staffing levels provided for in the annually Board approved Budget.
 - 1.1. The HR Department will also document and process all subsequent changes to employee records, including status changes, benefit changes, leave of absences, terminations, etc.
2. Employees are to use CADS (Coquitlam Automated Dispatch System) to record absences, extra hours and overtime hours. The information in CADS is used to pay staff, dispatch replacement staff and record absences.
 - 2.1. Employees are responsible for using CADS to record all absences, leaves and other changes from their regular work hours in CADS.
 - 2.2. Attendance and absence of all employees must be accounted for on a regular basis.
3. Principals/Management staff will review and authorize CADS information prior to the bi-weekly/monthly payroll processing cycle.
 - 3.1 Daily CADS information will be reviewed by each school and department.
 - 3.2. Principals will ensure that their school's timetable is aligned with the reporting system as captured by CADS.
4. Payroll will pay staff based on the information provided through the HR Department from CADS.
 - 4.1. The Payroll Department shall not pay wages or salaries to anyone, who is not reported on one of the attendance records referred to above, except a trustee.
 - 4.2 Payroll will notify the HR Department of any identified and required payroll adjustments to ensure the HR and Payroll Systems reconciliation alignment is retained.
- 5 All HR or Payroll related formal communication pertaining to employee matters shall be appropriately documented using the Staff Notification System (SNS).
- 6 Payroll is responsible for ensuring that employee payroll is transmitted to the bank such that the employee earnings are available to them in accordance with collective agreements, employee law, or contractual agreements.
 - 6.1 The Payroll Manager, or in their absence, the Payroll Coordinator shall ensure that an appropriate review of the payroll records has occurred prior to sign off and transmission to the Bank.
- 7 Payroll will ensure that all statutory, regulatory, and collective agreement remittances are reconciled and paid on time.
- 8 Record of Employment' forms shall be prepared in the Payroll Department in accordance with written instructions received from the Canadian Employment and Immigration Commission.
 - 8.1. The forms shall be reviewed and signed by the Payroll Manager or, in their absence, the Payroll Coordinator.

Reference: Section 65, 85, School Act

Revised: June 2021