



POLICY # D.1.G

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## Payroll Policy

Payroll is done on a bi-weekly basis with a current schedule of Saturday to Friday, with Friday the cut off day.

Payroll is paid out to employees the following Friday of cut off, via electronic means.

Ceridian is the schools Payroll provider and all income tax, CPP and EI deductions are submitted by Ceridian on a bi weekly basis.

The Finance Administrator is the person designated to process all employee pays as well as to administer employee benefits.

There are no Payroll Advances of any type allowed.

Adoption Date: August 21/12	Revision Date:
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