



AP 6-600 – PAYROLL

Western School Division ensures that systemic controls are in place to ensure that employees receive salary payment and deduction in accordance with agreements and contracts authorized by the Board of Trustees.

All salaried employees are paid on the 25th day of the month or the banking day immediately prior. Salaried support staff can request an advance of up to 40% of their estimated monthly pay, to be paid on the 10th day of the month.

Employees paid on an hourly basis will be paid on the 10th day of the month or the banking day immediately prior, for the pay period of the 16th day through to the last day of the preceding month.

Employees paid on an hourly basis will be paid on the 25th day of the month or the banking day immediately prior, for the pay period of the 1st day to the 15th day of the current month.

1. All employment positions must be approved in the annual budget.
2. All employee pay rates and deductions are determined by collective agreement (teaching staff), approved salary scale (support staff) or personal services contract. Movement on pay scales is determined by the appropriate collective agreement or salary & benefits summary.
3. The Secretary-Treasurer reviews and approves all employee pay and deduction rates and assigns general ledger codes for all employees. This information is forwarded to the Payroll Administrator for input into the payroll system.
4. The Secretary-Treasurer approves the monthly payroll and related journal entry.
5. Superintendent reviews the monthly payroll.