

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: B-07
POLICY: Payroll			
DATE: NOV30/94	REV. DATE: OCT 29/03	COVERAGE: All Employees	PAGE #: 1 of 1

POLICY STATEMENT:

The County of Renfrew ensures that pay is issued to employees on a bi-weekly basis every second Thursday.

PROCEDURE:

1. Time sheets are supplied to each Department by the Payroll Office, both as hard copy and electronically.
2. Time sheets are completed bi-weekly and authorized by the Department Head or designate(s).
3. The deadline for submitting time sheets to Payroll is 12:00 noon on the Monday before pay-day, except Bonnechere Manor which submits time sheets no later than 8:30 a.m. Tuesday.
4. Pay is issued on Thursdays, bi-weekly, if preparation time permits.
5. Employees are paid up to, and including, the Saturday of the previous week.