



City of St. John's Corporate and Operational Policy

Policy: 03-03-05 Deadline for Receipt of Payroll Changes

Status:

Issued By: Human Resources

Revision No:

Revision Date:

**Date of Original Council
Approval:**

Rescind Date:

Index: 03 Human Resources

Section: 03 Compensation

Title: 05 Deadline for Receipt of Payroll Changes

Purpose

To ensure adequate notice is given to the Payroll Division for all payroll changes.

Policy Statement

1. All "B" Reports, Overtime Reports and all other Notices of Payroll changes or additions must be received by the Payroll Office no later than 11:00 a.m. on Monday of each week (Tuesday when applicable) to ensure processing in the current pay week.
2. All reports or notices received later than 11:00 a.m. will be carried over to the following pay period.
3. This policy does not change the two (2) week notice requirement for Annual Vacations.

Application

Responsibilities

Department Heads, Supervisors.

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Never formally approved by Council.

Review Period

Available to Public

- ☐ Yes
- ☐ No