



Payroll Approval

The H.R. Administrator or their designate prepares payroll and the Director of Finance must review and approve payroll before it is processed and payment is released. Each payroll must also be approved by the Executive Director.

In the case of severance above and beyond the amount stated in the policies of employment, the payment is determined by the Executive Director and brought to the H.R. Administrator or their designate to be processed with payroll. If a severance payment is required on a date that does not fall during a pay week, the Director of Finance will prepare a cheque.