



<b>Signed Date:</b> October 19, 2016	<b>Motion:</b> 153/16 <b>Date:</b> October 19, 2016
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<b>Title:</b> Semi-Monthly Payroll Policy	<b>Policy No. 43</b>
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**Purpose:**

The Village of Bawlf pays its employees on a semi-monthly basis. This payroll policy is to clarify when payroll is processed due to timing of pay period end dates and the Village Office hours.

**Principles/Guidelines:**

1. All employees get paid on a semi-monthly basis; from the 1<sup>st</sup> to the 15<sup>th</sup> inclusive and the 16<sup>th</sup> to the last day of the month inclusive.
2. Timesheets must be handed in on the day after the end of the pay period, or if the Village Office is closed, then on the next open business day. Timesheets must be legible and signed by both the employee and his/her supervisor prior to processing.
3. Payroll will be processed within the first five (5) business days after the pay period end date.
4. Payroll is processed by cheque and requires two authorized signatures. The Village will always try to ensure that signing authority is available within the five processing days, but there is always a chance that due to unforeseen circumstances, there may be a delay.

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Mayor

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CAO