

# Section IV

## Part 1

### Pay Procedures

*The following describes our pay procedures, what you are required to do and how you can best request information if you have questions about your pay.*

#### What You Need to Do

- When you start work we will ask you to complete forms and provide the information necessary for the processing of paycheques, benefits and income tax information. This is generally done at your New Employee Orientation meeting. *We cannot pay you without your name, address, social insurance number and birth date. It is your responsibility to ensure Financial Services is informed of any change to this information. You can leave a message with changes to information on the Finance Hotline at 604.451.5748 Extension 344 or send an email to the [finance-hotline@cls-bc.org](mailto:finance-hotline@cls-bc.org).* In addition, we ask that any change of name, address or telephone number be reported to Employee Services immediately either by calling, leaving a message on voicemail.
- You will be assigned an employee number quoted in your employment agreement and noted on your paycheques. Please enter this number on all subsequent correspondence with Financial Services, including timesheets and TD1 Income Tax forms and when you leave a message on the Finance Hotline or email.

#### Statutory Deductions

- We need you to complete and submit an accurate TD1 to Financial Services. This information is used for the purposes of calculating income tax deductions. Again, this is generally completed initially at your New Employee Orientation meeting. However, *if your tax credit changes at any time*, (for example, if you are claiming tax credits for tuition and you stop your schooling), you must submit another TD1 to Financial Services in a timely manner to reflect this new information.

#### Pay Days

You will be paid every two weeks. Each pay period begins on a Thursday and ends on the Wednesday two weeks later. Timesheets



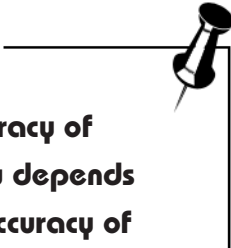
**You need to keep us informed of changes such as name, address, or beneficiary**



**The payroll schedule outlines paydays in detail—look on the back of your timesheet**

for the pay period are due no later than 11:00 a.m. on the day after the period ends (i.e. Thursday). Payday for the period is the Thursday of the next week, unless the regularly scheduled pay day lands on a statutory holiday. If this is the case, pay day will be moved to Wednesday.

A payroll schedule is printed on the reverse of your location’s timesheets and (it) outlines in detail each pay period for the current year. This schedule includes information as to the timing of any applicable statutory holiday pay and benefits premium deductions.

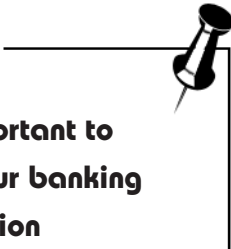


**The accuracy of your pay depends on the accuracy of the information you record on your timesheet**

### **Recording Hours of Work on Timesheets**

CLS Payroll Timesheets are printed for each work location and can be obtained from the Coordinator at that location. You are responsible for completing a timesheet for each location you work at indicating the hours and/or overnight shifts you have worked and any scheduled hours missed due to personal illness or vacation during the pay period. You are asked to complete and initial your timesheet at the work location on a daily basis when you have completed your shift. It is necessary to include your full name, employee number, pay period number and dates. *It is important you complete timesheet information accurately as any willful falsification could result in immediate dismissal from the CLS.*

At the end of the pay period you are asked to submit your timesheet to the Coordinator who will approve it and submit it to the Office before the deadline on the designated Thursday. You are asked not to submit your timesheets to the Office without the Coordinator’s signature, as Financial Services will not be able to process your paycheck. Late submission of timesheets will result in a delay in payment.



**It is important to keep your banking information up-to-date**

### **Method of Payment**

We use direct deposit to your bank account as our method of payment. At your New Employee Orientation meeting you will be asked to supply us with a void cheque or a printout from your bank with your Direct Deposit savings account number. Your signature is also required on a CLS Direct Deposit form authorizing us to directly deposit your paycheck to the indicated account.

If you change banks or accounts you must provide Financial Services with a new void cheque or savings account printout at least one week prior to payday. Your signature is required authorizing the direct

deposit to your new account. Direct Deposit forms are available to you at the Office. **The CLS does not release pay in advance of payday.**

## **The CLS Wage Scale and Pay Raises**

You will be paid in accordance with the wage scale in Appendix A, unless otherwise specified. Pay raises are processed by Employee Services every two weeks. Pay raises are processed the first pay period following the pay period in which the anniversary or effective date falls. Any retroactive pay due will be processed at the same time.

You will receive a raise when you:

- meet the required length of continuous service, and
- reach the number of hours required, and
- have up-to-date documentation on file in the Office.

It is important to realize pay raises held due to outstanding documentation or renewals will become effective the date the documentation is received in the office. In the case of late submission of documentation or renewals pay raises will not be retroactive.

## **When You have Questions**

Ask your Coordinator first to answer questions you may have about pay procedures or your pay. If there is a question your Coordinator cannot answer, we have a Finance Hotline you can phone or send an email to and leave a detailed message regarding benefits, pay procedures or your pay. Please quote your employee number and give a phone number and the best time to reach you.

### **Employment Verification Letters**

Financial Services can provide you with a letter of employment verification including your hire date, average yearly income and/or pay rate. We ask you give as much notice as possible. You can leave a detailed message on the Finance Hotline or send an email to the finance hotline requesting a letter of employment verification.

The Finance Hotline phone number is 604.451.5748 Ext 344 and the email is [finance-hotline@cls-bc.org](mailto:finance-hotline@cls-bc.org). Contacts via email are located on the website [www.cls-bc.org](http://www.cls-bc.org).



#### **Finance Hotline**

 **604.451.5748 Ext 344**

 **[finance-hotline@cls-bc.org](mailto:finance-hotline@cls-bc.org)**



**We will answer  
your questions as  
soon as we can**