

# PAYROLL

### Belief

As part of the Division's fiduciary responsibility, proper and complete employment records shall be maintained for all employees, in accordance with applicable federal and provincial statutes.

### Guidelines

1. Pay periods for all certified employees shall be based on the Alberta Teachers' Association (ATA) Collective Agreement.
2. Pay periods for all support staff shall be based on the Support Staff Terms of Employment.
3. Salary rates and benefits for ATA certificated employees shall conform to the ATA Collective Agreement.
3. Salary rates and benefits for non-certificated employees shall conform to those outlined in the Support Staff Terms of Employment, applicable to each employee group.
4. Upon employment termination, final pay shall be issued once all debts owed to the Division have been repaid and all Division property has been returned.
5. Employees absent from their normal daily job assignments are required to complete the proper entries into the Employee PowerSchool portal.
  - 5.1 Employees absent from their normal daily job assignments are required to submit leave electronically through the Employee PowerSchool leave management portal that can be accessed on the Wetaskiwin Regional Public Schools website in the quick links drop down menu.
6. Documentation relating to the payment of replacement staff will be completed accurately and submitted to the payroll department on a timely basis.
  - 6.1 All replacement employees are required to review their own monthly Dispatches on Employee PowerSchool for accuracy and if there are any disparities contact the Administrative Assistant at the site in question. Approved Dispatches must be entered by the 15th day of the current month.
  - 6.2 Absences entered in PowerSchool are to be approved by Site Supervisors or designates.
  - 6.3 Pay periods shall be from the 16th day of the previous month to the 15th day of the current month.

## 7. Support Staff

- 7.1 Support Staff annual hours and revisions will be reported to the Payroll department through the PowerSchool portal.
- 7.2 Support Staff are not required to submit monthly timesheets to the Payroll Department.
- 7.3 Reconciliation of Support Staff actual hours worked to those hours contracted is the responsibility of the Support Staff supervisor.

Reference: Section 60, 61, School Act  
Employment Standards Code