



## **PAYROLL PROCESS**

### **PROCESS NO. 2026-04 SUNBURY-YORK SOUTH RURAL COMMUNITY**

#### **1. Purpose**

- 1.1. This document outlines the standardized Payroll Process for the Sunbury-York South Rural Community. The process ensures accurate payroll calculation, proper authorization, timely employee payment, and compliant record retention.

#### **2. Roles and Responsibilities**

##### **2.1. Employees**

- 2.1.1. Responsible for accurately completing and submitting timesheets as supporting documentation for payroll.

##### **2.2. Treasurer**

- 2.2.1. Responsible for reviewing timesheets, processing payroll in Sage, preparing payments and remittances, issuing pay documentation, and maintaining payroll records.

##### **2.3. Mayor**

- 2.3.1. Responsible for reviewing and authorizing payroll payments as part of the Payables Sign-Off process.

##### **2.4. Clerk / Senior Administrator**


- 2.4.1. Responsible for formally approving payroll rate increases through documented authorization.

#### **3. Payroll Process Workflow**

##### **3.1. Timesheet Completion**

- 3.1.1. Each employee completes a **Timesheet** for the pay period indicating:
  - 3.1.1.1. Hours worked
  - 3.1.1.2. Pay type (e.g., Regular, Vacation, Sick Time, etc.)
- 3.1.2. Although employees are salaried, the timesheet serves as supporting documentation for payroll processing and audit purposes.



- 3.2. **Timesheet Submission**
    - 3.2.1. Employees submit their completed timesheets to the **Treasurer**.
  - 3.3. **Timesheet Review**
    - 3.3.1. Treasurer reviews each timesheet for accuracy and completeness.
    - 3.3.2. Any discrepancies or questions are clarified directly with the employee prior to payroll processing.
  - 3.4. **Payroll Data Entry**
    - 3.4.1. Treasurer enters approved payroll details into **Sage**.
4. **Payroll Authorization**
- 4.1. Payroll is included within the **Accounts Payable Signing Form** outlined in the Accounts Payable Process.
  - 4.2. Approval to process payroll is deemed given by the Mayor at the hiring stage. The Mayor does not have to approve payroll before each payroll is processed. However, the Mayor should sign the Payroll Accounts Payable Signing Form after each payroll as part of the Joint Authorization process.
5. **Payment Processing**
- 5.1. Employee payments are programmed as **EFTs** within the bank account.
6. **Remittances**
- 6.1. Treasurer completes all required **payroll and pension remittances**.
7. **Pay Distribution and Communication**
- 7.1. Pay stubs are issued to employees.
  - 7.2. Treasurer sends a notification to employees confirming the **payroll payment date**. 



**8. Recording and Filing**

8.1. Payroll payments are recorded in **Sage**.

8.1.1. All supporting payroll documentation, including timesheets payables approvals and pay records is retained in the **payroll file** in accordance with record retention practices.

**9. Special Notes**

9.1. Preparation of **T4 slips** and **Records of Employment (ROEs)** are currently completed by the **external auditor**.

9.2. **Compensation increases** or adjustments will follow a formal approval process requiring documented sign-off by the immediate supervisor prior to implementation. A copy of the adjustment approval form has been attached to this document.

**10. Internal Control Highlights**

10.1. Independent review and clarification of timesheets prior to processing.

10.2. Payroll approval aligned with the established payables authorization process.

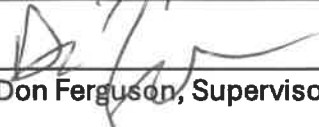
10.3. EFT payments reduce handling risk and improve accuracy.

10.4. Formal approval required for compensation changes.

**11. Review and Updates**

11.1. This Payroll Process should be reviewed annually or when legislative, system, or organizational changes occur to ensure continued effectiveness and compliance.

Effective Date: 27/4/2026

Approved By:   
Don Ferguson, Supervisor



**SUNBURY-YORK SOUTH RURAL COMMUNITY  
EMPLOYEE TIME SHEET**

EMPLOYEE NAME: \_\_\_\_\_

PAYROLL PERIOD START DATE: 5/3/2026

DATE	DESCRIPTION		HOURS
5/3/2026			
5/4/2026	8:15 - 4:30		7.25
5/5/2026	8:15 - 4:30		7.25
5/6/2026	8:15 - 4:30		7.25
5/7/2026	8:15 - 4:30		7.25
5/8/2026	8:15 - 4:30		7.25
5/9/2026			
5/10/2026			
5/11/2026	8:15 - 4:30		7.25
5/12/2026	8:15 - 4:30		7.25
5/13/2026	8:15 - 4:30		7.25
5/14/2026	8:15 - 4:30		7.25
5/15/2026	8:15 - 4:30		7.25
5/16/2026			

**TOTAL HOURS: 72.50**

SUBMITTED BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_



**PAYROLL CHANGE APPROVAL FORM**

**Purpose**

This form is used to document and formally authorize employee pay rate increases prior to implementation. Approved forms serve as required supporting documentation for payroll changes and internal control compliance.

**Employee Information**

**Employee Name:** \_\_\_\_\_  
**Position / Job Title:** \_\_\_\_\_  
**Department:** \_\_\_\_\_  
**Employee ID:** \_\_\_\_\_

**Pay Increase Details**

**Current Pay Rate:** \_\_\_\_\_  
**Proposed New Pay Rate:** \_\_\_\_\_  
**Effective Date of Increase:** \_\_\_\_\_  
**Type of Increase:**       Annual / Cost of Living  
    Merit-Based  
    Reclassification  
    Other:

**Justification for Increase**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Budget Confirmation**

Confirmed that sufficient funds are available within the budget.

**Budget Line Item Number:** \_\_\_\_\_



## PAYROLL CHANGE APPROVAL FORM

### Approvals

I approve the above pay increase and authorize implementation effective on the date indicated.

#### Clerk/Senior Administrator Approval

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Mayor Approval

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Payroll Administration

(To be completed by Treasurer)

- Pay rate updated in Sage
- Effective date verified
- Approval form filed in payroll records

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Record Retention

This approved form must be retained in the employee payroll file in accordance with record retention and audit requirements.

*This form accompanies the Payroll Process and supports the Internal Control requirement for documented authorization of compensation changes.*

