

EASTERN SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

SUBJECT: **Payroll Procedures**

EFFECTIVE DATE: **February 9, 2012**

SUPERSEDES: May 21, 1997

CROSS REFERENCE:

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The Eastern School District will make remuneration payments to its employees as required by collective agreements and in accordance with these regulations.

1. All permanent, contract and substitute employees will participate in a direct deposit program for payment of salary and other remuneration.
2. All employees will provide the necessary up to date information for direct deposit payment through the use of the Employee Information Form (located on the District website – www.edu.pe.ca/esd).
3. All documentation, in accordance with the *Income Tax Act* and District requirements, must be received before any payment will be issued.
4. All employees who participate in a deferred salary leave plan are covered by these regulations.

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