

 <p style="text-align: center;"><i>North York</i> Family Health Team</p> <p style="text-align: center;">FINANCE COMMITTEE</p>	Policy Number: FNC - 11
	Approval Date: October 2014
	Date Reviewed: March 2018
SECTION: Finance Policies	
SUBJECT: Payroll Processing	

A. Policy

The North York Family Health Team (NYFHT) will ensure that the payroll is processed and maintained with regard to internal control, accuracy, timeliness and compliance to all laws and regulations pertaining to payroll remittances.

B. Procedure

1. The payroll is maintained and processed based on approved personnel files and attendance records.
2. All attendance records must be entered into InfoHR and approved by the employee immediate supervisor.
3. The Financial Manager will keep employee files of all payroll and pension financial information.
4. The Financial Manager will maintain the attendance records in InfoHR for all staff.
5. The payroll is processed on a bi-weekly basis and all employee payments are made by direct deposit.
6. An external payroll processing firm, under contract with the North York Family Health Team, is used to process the payroll.
7. For each pay period, the Financial Manager will enter and submit the payroll information on to the payroll processing service's online system.
8. The payroll service generates the payroll register, employee direct deposits and makes all required federal and provincial payroll remittances.
9. The Finance Manager reviews the Payroll Register for proper processing and reconciles the payroll register to the general ledger for each payroll.

10. An Administrative Assistant or Clinical Manager will verify the names of employees paid on the payroll register and will then sign.
11. The Finance Manager will enter the payroll information into the financial accounting system.
12. The Executive Director reviews and signs the Executive Summary for each Payroll Register and also signs the Payroll Register reconciliation to the general ledger.
13. The Finance Manager produces all T4 and all other applicable yearend tax forms in compliance with all laws and regulations.

A handwritten signature in black ink, consisting of a stylized 'A' followed by a horizontal line and a vertical stroke.

Board Chair

Policy Review, Grant Thornton, November 2017