

**SAHTU HEALTH & SOCIAL SERVICES AUTHORITY**  
**Policy**

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Administration

**Payroll Entry Policy**

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ORIGINATED BY:	Director, Finance & Admin

**POLICY**

The Sahtu Health & Social Services Authority (SHSSA) wishes to ensure that time associated with payroll is recorded and approved in timely manner, while minimizing pay related errors.

**GUIDING PRINCIPLES**

Time worked should not be recorded in advance. The only exception for this rule is for requesting leave and for a job share's final day due to Peoplesoft not being accessible the day of travel.

Time approvers must complete approvals on each Friday unless otherwise advised by Human Resources.

Approved by: \_\_\_\_\_



Chad Fehr, CEO