

	Policy: Payroll	Page 1 of 2
	Monitor: Director, Human Resources	No.: HR-27
	Approval Date: April 2, 2001 Revised February 24, 2005	Effective Date: April 2, 2001 Effective Date: February 24, 2005

Policy:

The Northwest Territories Power Corporation will pay its employees on a bi-weekly basis.

Directive:

**1. Payroll Payments**

- .01 Payroll payments will be made bi-weekly on a Friday. Employees hired on or after December 14, 1998 will be paid based on a two-week delay. Employees hired prior to December 14, 1998 have been advanced the first two weeks pay, which shall be recovered on termination.
- .02 Payroll payments will be made via direct deposit for all employees residing in a community that has banking facilities and hired on or after January 1, 1999.
- .03 Payroll payments will be made by cheque for employees residing in a community without banking facilities or hired prior to January 1, 1999 that have always been paid by cheque; if they so choose. Due to delays experienced in freight shipments, cheques may not arrive in remote communities by the pay date.
- .04 If a holiday occurs on a payday, the Corporation will pay on the Thursday prior to the Friday.

**2. Advances**

- .01 Advances on payroll earnings will not be issued.

**3. Time Sheets**

- .01 All employees must complete a weekly timesheet. Timesheets shall be submitted to the person responsible for data entry in that area/office within the timelines set out. Failure to submit a timesheet will result in a delay of payment until the next payday.

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.02 All timesheets must be approved by a direct supervisor, or delegate.

#### **4. Recoveries**

.01 Where an employee has received more than his/her proper entitlement to wages and benefits or where retroactive membership dues deductions are necessary, no continuing employee shall be subject to such deductions in excess of twenty percent (20%) of the employee's net earnings per pay period. This will not apply to recoveries for suspensions or unauthorized leaves of absence.

.02 Notwithstanding 4.01, upon termination, the employer shall recover 100% of any monies owing to the employer for such items including (but not limited to): overpayment of wages and benefits, vacation and sick leave credits advanced but not earned, two week advance pay for employees hired before December 14, 1998, or travel advances. Where the final paycheque is insufficient to cover reimbursement of all advances paid, appropriate collection action, beginning with an invoice, shall be taken to recover these funds.

#### **5. Administrative Fees**

.01 A \$20.00 administrative fee will be deducted from an employee's payroll for long over-due amounts owed to the Corporation or for uncleared and/or overdue travel advances. This fee will apply only in situations where reasonable efforts to collective outstanding amounts have been unsuccessful.