



## TEAM MEMBER GUIDE

### 201 PAYROLL

Payroll is administered at Head Office on a bi-weekly basis. For your convenience, the current "Pay Calendar" is available on the PORTAL under: *HR & Payroll / Forms / Payroll*. All Team Members will receive their pay via direct deposit.

To ensure accurate and efficient payroll processing, data in the Company's web timesheet system must be inputted and updated on a daily basis. All hours worked for each Team Member must receive a final review and final submission no later than the end of day on the Sunday before payday. Any submissions received after the deadline will be processed on the next pay.

Pay stubs shall be distributed to each Team Member, each pay day. Team Members have the option to receive an electronic version or a paper copy of their pay stubs. In order to receive them electronically your Email Address is required. The Email Address you provide must be confidential and must **not** be a work Email Address. Should a Team Member wish to receive an electronic version of their pay stubs, they will need to complete the "Electronic Pay Stub Authorization form" which can be found on the PORTAL under: *HR & Payroll / Forms / Payroll*.