

## **HUMAN RESOURCES POLICY REGARDING REQUESTING MANUAL PAYROLL CHEQUES**

In the event that a payroll payment has not been made, for any reason, in accordance with the normal payroll practice and timelines, and payment is required prior to the next payroll date, the Dean/Director of the area must put such a request in writing to the Director, Human Resources. That request must indicate the name of the employee affected, the contract or time sheet that is affected and the reason that the manual cheque is being requested.

Upon receipt of such a request, the Director, Human Resources will consider the reasons for the request, and following consultation with the Payroll Staff, will make a determination taking into consideration all relevant information available. Once the decision is made, the Director, Human Resources will communicate the decision with the Dean/Director.

In no case will a manual payroll cheque be processed as an advance of earnings to be paid.

Approved by PAC on December 14, 2011