



PAYROLL PROCEDURE

All staff will be paid monthly in arrears by direct bank transfer, on the last Thursday of each month.

It is the responsibility of each Nursery Manager to collate the information from the attendance records and provide a summary of all hours worked to the HR Assistant / General Manager. It is therefore imperative that these managers are aware of all hours accrued and hours claimed back in order that they can present this information clearly.

All Staff who wish to book holidays must do so on the appropriate form. All forms must be authorised by the relevant line manager who will forward a copy to the General Manager.

In relation to periods of ill health then, all Self Certification forms and Doctor's certificates (fit notes) must be forwarded to the HR Assistant / General Manager.

The General Manager / HR Assistant will deal with any Payroll enquiries.

The General Manager must be notified of any amendments to regular salary in writing, through completion of an Adjustment to Salary sheet. (Eg enhancements for acting up as Team Leader, previously agreed deductions for unpaid leave, notification of when an employee leaves, payment for additional hours worked by part-time staff)