

21 PROCEDURE: WAGES AUTHORISATION

Aim

To ensure the payroll has been authorised and processed prior to the fortnightly pay date.

21.1 Guidelines

- 21.1.1 Prior to the fortnightly pay date, wages are collated. The pay period is for the 2 weeks previous and incorporates all hours until the completion of the fortnightly Friday. Pay day is every 2nd Wednesday.

Wages are completed in the ACE payroll system as per the Wages process.

Following ACE wage reports, wages are entered into our Bank system and the first authorisation is completed by Managing Teacher. If the Managing Teacher is away this process will be completed by the Administrator.

Authorisation is then requested from the appropriate BOT member by email or text. Should the delegated BOT member not be able to authorise these, they will then request (or give prior notification) to a second BOT member to complete this. Two authorised signatories are required to authorise wages. In the event a second BOT member cannot be contacted then the administrator will authorise the payment and the BOT members will be notified.

Once this step has been completed confirmation will be sent to the Managing Teacher, at the same time a third check will be requested by email to the Centre Administrator by the authorising BOT member.

Centre Administrator will confirm with both parties that wages are pending and the process is complete.