

Payroll Management Policy and Procedures		
Code: E2.25	Area: Non-Academic E	
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## VERSION HISTORY

Version	Updated by	Approval Date	Details
1.0	EMG	14 Jan 2020	New document.

## PURPOSE AND SCOPE

The purpose of this policy is:

- Outline processes for effective payroll management and administration at the Sydney Institute of Traditional Chinese Medicine (SITCM).

This policy applies to all staff employed by SITCM.

## 1 OVERVIEW

The Sydney Institute of Traditional Chinese Medicine (SITCM) recognises that employees are the key to the organisation's success and nothing can be achieved without their engagement.

Employees must be promptly paid their remuneration and other statutory benefits as outlined in the *Higher Education (Post-Secondary Education) Award 2010* (the Award) or, if the Award does not apply, in the National Employment Standards (NES).

This policy has been informed by the *Higher Education Standards Framework (Threshold Standards) 2015*, in particular Section 6.2 Corporate Monitoring and Accountability. It has also been informed by the *Fair Work Act 2009*.

## 2 POLICY

### 2.1 RESPONSIBILITY

- 1) The Finance Manager is responsible for the administration of the payroll management policy and procedures.
  - a. If the Finance Manager is on leave, they may, with the permission and approval of the CEO, delegate payroll management and related duties to suitable personnel.
- 2) The Finance Manager's payroll management responsibilities include:
  - a. Collecting bank details from new staff.
  - b. Collating and processing timesheets.
  - c. Processing fortnightly pays.
  - d. Monitoring and processing annual leave applications.
  - e. Monitoring and processing sick leave and medical certificates.

- f. Monitoring long service leave.
- g. Issuing pay slips.
- h. Managing staff queries related to pay.

## 2.2 PAYROLL SCHEDULE

- 1) In January of each year, a *Payroll Schedule* for that year will be produced by the Finance Manager.
- 2) The *Payroll Schedule* divides the year into fortnightly periods for which pay slips will be issued to staff, and specifies when payslips for each period will be sent to staff.
- 3) The Finance Manager posts the *Payroll Schedule* in every staff room and provides an electronic copy to the Dean and Associate Dean.
- 4) The Dean provides a copy of the *Payroll Schedule* to all attendees of the first Higher Education academic staff meeting of the year.
- 5) The Associate Dean provides a copy of the *Payroll Schedule* to all attendees of the first VET trainer staff meeting of the year.

## 2.2 PAYROLL MANAGEMENT

### 2.2.1 EMPLOYEE DATA

- 1) Employee payroll and related data will only be entered by the Finance Manager (or in their absence, personnel authorised by the CEO) into SITCM's payroll system following receipt of all required information for the relevant appointment, accompanied by evidence of required approvals.

### 2.2.2 PAYMENTS

- 1) Unless otherwise agreed, SITCM generally pay staff salaries on a fortnightly basis (on a Thursday), by way of electronic funds transfer to the staff member's nominated bank account(s), in accordance with the payroll procedures outlined in Section 3.1.
- 2) Underpayments of salary and statutory benefits of any kind are not permitted at SITCM. If identified and confirmed, SITCM will take action to correct the position as soon as practicable.
- 3) If an overpayment of salary or an allowance is made to a staff member for any reason, SITCM will take steps to recover the overpayment. A reasonable attempt will be made to reach an agreement with the staff member on a suitable method and timeline for repayment.
- 4) If the staff member's employment with SITCM is terminated, SITCM retains the right to recover any overpayment owing.
- 5) Termination payments are normally made by no later than two (2) weeks following the end of employment.

### 2.2.3 LEAVE

- 1) All staff leave requests must be made in writing to the Finance Manager.
- 2) For annual leave, leave requests must be made at least one (1) month before the period of leave commences.
- 3) For sick leave, the Finance Manager may, at their discretion, request a medical certificate.
- 4) For unpaid leave, leave requests may be approved at the discretion of the Finance Manager.
  - a. If the request for unpaid leave relates to family and domestic violence, the leave will be granted in accordance with the Award.

- 5) Within ten (10) business days of the end of each financial quarter, each staff member is informed by email from the Finance Manager of their available leave as at the end of that quarter.
  - a. If a staff member requests to the Finance Manager that the staff member be informed of their available leave, the Finance Manager must comply with that request within ten (10) business days.
- 6) For more information on leave, refer to the Award.

#### **2.2.4 PRIVACY**

- 1) Staff information obtained in the course of administering this policy is confidential and treated in accordance with the *Privacy Policy*, and is to be secured in accordance with the *Records Management Policy*.
- 2) Payroll information (in particular, Tax File Numbers) will not be disclosed to other parties except as required or allowed for by law, or with the employee's express written consent.

### **3 PROCEDURES**

#### **3.1 PAYROLL PROCEDURES**

The Finance Manager adheres to the following procedures for each fortnightly pay run:

- 1) Check for updates to staff hours, pay rates or other payment details (including accuracy of their bank details).
- 2) Check for leave.
- 3) Check for staff reimbursements (refer to the *Financial Management Policy and Procedures* for further details)
- 4) Process pay run on MYOB.
- 5) Send the MYOB-generated payroll report to the Australian Taxation Office.
- 6) Obtain approval from the CEO, to make payments to employees.
- 7) Email pay slips to employees.

### **4 RELATED POLICY AND OTHER DOCUMENTATION**

- 1) Higher Education Standards Framework (Threshold Standards) 2015.
- 2) Higher Education (Post-Secondary Education) Award 2010.
- 3) National Employment Standards.
- 4) Fair Work Act 2009.
- 5) B3.04 Financial Management Policy and Procedures
- 6) E2.16 Privacy Policy.
- 7) E2.23 Records Management Policy.