



FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION

TITLE: WAGES & TIME REPORTS

POLICY #: 2086

Created: June 5, 2017	Last updated: July 2, 2017	Approved: February 27, 2018
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the procedure of the Fort Saskatchewan Minor Sports Association (FSMSA) for approving and paying salaries and wages.

2.0 Scope

This policy applies to all of the paid employees of the FSMSA Administration and Concession, as well as all of the Minor Sport programs under the umbrella of the FSMSA, currently including baseball, fastball, gymnastics, hockey, judo, lacrosse, ringette, soccer and any other Minor Sports that may join the FSMSA.

3.0 Terms

Time Reports – A written submission of all hours worked in a specific pay period by an FSMSA paid employee. It is submitted to the FSMSA Office in order to calculate the salary and wages owed to each employee.

4.0 Policy

- 4.1 The payroll date will be biweekly and will be reviewed annually.
- 4.2 All requests for salaries and wages must be submitted by the Tuesday following the last day of the designated pay period stated on the Time Report.
- 4.3 The completed Time Report must be validated by an FSMSA Approved Signing Authority and forwarded to the FSMSA Office. An email reviewing and approving a Time Report will count as valid authorization.
- 4.4 The FSMSA shall withhold and remit all income source deductions as determined by the Canada Revenue Agency.