



## Payroll

### Procedures

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

It is the responsibility of the Manager to collate the information from the attendance records and provide a summary of all hours worked to the Out of School Club Support Service 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 in the summary.

All staff booking holidays must do so on the appropriate form. All forms must be authorised by the manager who will forward a copy to the Out of School Club Support Service Manager.

All self-certification forms and doctor's certificates must be forwarded to the OOSC Support Service Manager, who will then forward it to the payroll company.

The Out of School Club Support Service Manager will deal with any payroll enquiries.

The manager must be notified of any amendments to regular salary in writing, through completion of an Adjustment to Salary sheet.

This policy was adopted at a meeting of	Poppleton Road OOSC	
Held in:	Nov 2023	
To be reviewed in:	Nov 2024	
Signed on behalf of the setting:		
Name of Signatory:		
Role of Signatory:	Manager	Deputy Manager