**1. Purpose**

The purpose of this policy is to ensure accurate, timely, and compliant payment of wages and entitlements to all employees in accordance with applicable laws, regulations, and company standards.

**2. Scope**

This policy applies to all employees of Stairlock, including full-time, part-time, and casual workers.

**3. Policy Guidelines**

**3.1 Payroll Schedule**

* Wages are processed weekly or monthly as outlined in employees’ employment agreement and paid via electronic funds transfer to employees’ nominated bank accounts.
* Payday occurs on Wednesday for weekly paid staff, and on the 15th of each month for monthly paid staff; unless it falls on a public holiday, in which case payments will be made on the preceding business day.

**3.2 Timesheet & Leave Submission**

* All employees must submit accurate timesheets (if applicable) by 5pm on Tuesdays to ensure timely processing.
* Timesheets must be approved by the employee’s supervisor or manager by 9:30am on Wednesdays.
* All Annual Leave and RDO (Rostered Day Off) leave requests must be submitted and approved in advance (prior to taking the leave.
* All Personal Leave requests must be submitted and approved, if possible, on the day of leave, and prior to payroll processing for the relevant pay period. Medical Certificates may be required in accordance with POL009 – Leave Policy.

**3.3 Salary and Wages**

* Employees will be compensated as per their employment agreement.

**3.4 Deductions**

* Statutory deductions (e.g., income tax, child support) will be made from gross wages.
* Other deductions, such as salary packaging or garnishments, require written authorisation from the employee.

**3.5 Superannuation Contributions**

* The company will make superannuation contributions in compliance with the Superannuation Guarantee (Administration) Act.
* Employees can nominate their preferred superannuation fund; otherwise, contributions will be made to employee’ stapled superfund or the company’s default fund.

**3.6 Payroll Records**

* All payroll records, including payslips, timesheets, and tax declarations, will be maintained confidentially and in compliance with record-keeping legislation.
* Any changes required to payroll or personal information must be reported by the employee to [payroll@stairlock.com.au](mailto:payroll@stairlock.com.au).

**3.7 Adjustments and Corrections**

* Any requirement for payroll adjustments must be reported immediately to [payroll@stairlock.com.au](mailto:payroll@stairlock.com.au).
* Adjustments will be processed promptly and included in the next payroll cycle or as a separate payment, depending on the circumstances.

**3.8 Expense Claims**

* Expense claims (reimbursement for out-of-pocket expenses) must contain Photo or PDF evidence and be submitted in Netsuite.
* Expense claims will be processed in the weekly pay run on Wednesdays if approved by the relevant Manager by Tuesday 5pm
* No purchase should be made without prior verbal authorisation from the supervisor or manager.

**4. Responsibilities**

* 1. **Employees**
* Ensure timesheets, leave requests, and expense claims are submitted accurately and on time.
* Notify HR & Payroll of unplanned absences e.g. personal leave.
* Ensure leave requests are submitted in accordance with POL009 – Leave Policy
* Notify the Payroll Department of any changes in bank account details or personal information.

**4.2 Managers**

* Ensure employees submit leave requests in accordance with POL009 – Leave Policy
* Notify Payroll and HR of all staff absences via email.
* Approve timesheets and leave requests promptly.
* Communicate any payroll-related concerns or anomalies to Payroll.

**4.3 Payroll & HR**

* Ensure compliance with all payroll-related legislation and company policies and processes.
* Process payroll accurately and on time.
* Address employee queries regarding pay, deductions, or entitlements.
* Confirm any changes to employee payroll or personal details in person (or via phone if interstate) to eliminate the possibility of scams

**5. Compliance**

* This policy complies with the Fair Work Act 2009 (Cth) and other relevant Australian employment laws.
* Non-compliance with this policy may result in disciplinary action.

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| Approved by: | *Edward Lloyd* | *Managing Director* | *Date: 10/12/2024* |