

EMPLOYEE PAYROLL PROCESS

Number: HPL-APR-HR-414	Revision Date: 11-APR-2022	Approved By: Director of HSET
Revision Number: Rev. 0	Review Date: 11-APR-2025	Page 1 of 2

PURPOSE

To provide clarity with the process and forms regarding payroll and onboarding and offboarding employees.

SCOPE

This Administrative Procedure applies to all divisions within Hundseth Power Line Construction herein to referred to as "Hundseth," "HPL" or the "Company."

DEFINITIONS

New Hire – any employee whether permanent, full time, or part time hired.

Change – anytime an employee receives a change to their original employee contract. (ex. progression in the trade program, merit/performance, demotion, transfer, promotion, resignation, retirement, layoff, termination)

Dismissal – the act of ordering or allowing someone to leave. (ex. resignation, retirement, layoff, termination)

ROLES & RESPONSIBILITIES

Manager:

- Complete HPL-FOR-HR-578 Payroll Change Notice at the beginning, change and end of all employees' employment and have it approved and sent to Human Resources for processing and record keeping.
- Complete HPL-FOR-HR-577 End of Employment Checklist at the end of all employees' employment and send to Human Resources for processing and record keeping.

Vice President:

- Approve HPL-FOR-HR-578 Payroll Change Notice form up to the Manager level.

President:

- Approve HPL-FOR-HR-578 Payroll Change Notice form for the Manager level and above.

Human Resources:

- Provide New/Change/Termination Employee Letters
- Provide and process HPL-FOR-HR-580 Employee Payroll Information form and file in the employees file.
- Process HPL-FOR-HR-578 Payroll Change Notice in all platforms.
- File and track HPL-FOR-HR-578 Payroll Change Notice, HPL-FOR-577 End of Employment Checklist and offer letter in the employees' file.

EMPLOYEE PAYROLL PROCESS

Number: HPL-APR-HR-414	Revision Date: 11-APR-2022	Approved By: Director of HSET
Revision Number: Rev. 0	Review Date: 11-APR-2025	Page 2 of 2

PROCEDURE

All employees are paid bi-weekly through direct deposit every second Thursday. Pay statements, T4's and other related tax forms are emailed to the employees' personal email address provided to Hundseth Power Line Construction that are password protected.

New Hire

Once an employee has been interviewed and is the right candidate for the position the following must be completed and provided to Human Resources (humanresources@hundseth.ca):

- Signed Employee Offer Letter
- HPL-FOR-HR-578 Payroll Change Notice
- HPL-FOR-HR-580 Employee Payroll Information

Change of Payroll

If a change is required to an employees' payroll, division or manager the following must be completed and sent to Human Resources (humanresources@hundseth.ca):

- HPL-FOR-HR-578 Payroll Change Notice

End of Employment

When an employee is no longer with the company the following must be completed and sent to Human Resources within 24 hours of dismissal (humanresources@hundseth.ca):

- HPL-FOR-HR-578 Payroll Change Notice
- HPL-FOR-HR-577 End of Employment Checklist
- Termination/Dismissal Letter

REFERENCES

- HPL-FOR-HR-577 End of Employment Checklist
- HPL-FOR-HR-578 Payroll Change Notice
- HPL-FOR-HR-580 Employee Payroll Information