

Part: **Public Money and Property**
 Section: **General Revenue Fund and Revolving Funds**
 Subsection: **Payments from the GRF**
 Policy: **Salary Payments for New Employees**

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Salary Payments for New Employees

Objective

The objective is to ensure new employees who have not been set up on the Government's central payroll system receive payment for salary.

Authority

The Financial Administration Act, 1993, section 28

Provincial Comptroller Directives

- .01 One salary payment (net of deductions) through the Government's central financial system may be provided to an employee who has been formally appointed but not set up on the Government's central payroll system in time for the next payroll run.
- .02 One salary payment (net of deductions) through the Government's central financial system may be issued to an employee who has commenced work but has not been formally appointed. In extenuating circumstances, subsequent salary payments through the Government's central financial system may be permitted for an employee who has not been formally appointed. The request must be accompanied by a short-term employment contract (i.e., maximum four months). The contract should state that once the appointment is finalized, the contract is considered terminated.
- .03 The payment request is to be made by the permanent head or delegate and to include an estimate of the employee's net salary and the employee's commencement date is to be indicated.
- .04 These payments are accounted for as a deduction on the employee's regular salary payment through the Government's central payroll system.

References

- [3100 Payments from the GRF](#)
[3101 GRF Payment Responsibilities](#)
[3120 Payroll Payments](#)
[3132 Advances to Individuals](#)
[4210 Personal Service Contracts](#)
[4510 Contracts for Services](#)

[Accounting Manual, Appendix A General Revenue Fund Year-end Procedures and Schedules](#)

[Accounting Manual, Appendix H Central System Processing](#)