



Buffalo Trail Public Schools  
1041 – 10A Street  
Wainwright, Alberta T9W 2R4  
Phone: (780) 842-6144  
Fax: (780) 842-3255

## MEMORANDUM

**TO:** ALL NEW EMPLOYEES

**FROM:** DONNA ROZKA  
PAYROLL OFFICER

**SUBJECT:** PAYROLL - CASUAL RUN

The primary goal of payroll is to pay employees accurately and on time. All pay occurs by direct deposit.

Your paycheque will be deposited on the 10<sup>th</sup> of every month. If the 10<sup>th</sup> is a Saturday or a Sunday, your pay will be deposited on the previous Friday.

A timesheet is to be filled out monthly and must be at Central Office by the end of each month. Your signature as well as that of your supervisor must be on the form.

If you have any questions, please call 806-2066 and leave a message or email Donna.Rozka@BTPS.ca

Thanks.