



MANAGEMENT PAYROLL REPORTING POLICY

Intent

The Authentic T-Shirt Company®/SanMar Canada, (“the Company”), is required to pay all employees the correct remuneration less applicable deductions in accordance with Federal and Provincial employment standards. In compliance with SanMar Canada’s payroll process, management is required to adhere to the Management Payroll Reporting Policy to successfully maintain the integrity of the payroll reporting procedure and ensure accurate payroll data at all times.

In this policy you will find:

- Definition
- Expectations of Managers and Supervisors
- Responsibilities for time off approval; reviewing and approving timecards
- Acknowledgment and Agreement to the Policy

Definition

For the purpose of this policy, “*management*” refers to Department Managers, Supervisors and Time and Attendance Supervisors.

Expectations

It is the responsibility of the Department Managers and Supervisors to ensure the following:

- All employees clock in and out for breaks daily. Note the following:
 - **Weekly timecards will be reviewed and approved before the deadline of Payroll processing as noted below.**
- All paid time off will be reported and approved through the ADP Workforce Now Time off Module. This includes: le: Vacation, Sick Time, Bereavement, LOA, CFB etc.
- Employee information submitted to the Payroll Department including employee changes, weekly timecards and entries into the ADP Workforce Now system (“WFN”), are complete, accurate and done in a timely manner.
- Any timecard discrepancies that you are not able to correct must be reported to the Payroll Department immediately to avoid delays in processing.
- For terminated employees, all timecards must be updated and approved in WFN by the Manager or Supervisor immediately.

Responsibilities

- Be aware of the payroll cutoff and processing dates for each payroll period. Please refer to the payroll calendar.
- Submit all employee changes to the Payroll and/or HR Department on a Personal Change Form (PCF), prior to the cutoff date.
- Ensure time off requests are reviewed and approved in the WFN Time Off Module, related to the proper payroll period.
- Review timecards and correct any discrepancies in the ADP WFN Time and Attendance system prior to approving.

- Ensure timecards are approved for Payroll Department processing **every Monday by 9:00AM local time (or following business day if Monday is a STAT holiday)**.
- Report any payroll discrepancies to the Payroll Department immediately in writing.
- Provide training or retraining to employees on proper use of the ADP Workforce Now (WFN) system.

Acknowledgement and Agreement

By affixing my digital signature to this document, I confirm my acceptance of the Management Payroll Reporting Policy. I understand all of its rules, policies, terms and conditions and agree to abide by them and any amendments that may be issued. I understand that this policy may be amended and adjusted as needed. I understand that my compliance with this policy is a condition of my employment, and any violation may result in disciplinary action up to and including termination of employment with just cause.