



FINANCE PROCEDURES MANUAL

PAYROLL MANAGEMENT PROCEDURE

Page 1 of 15

PAYROLL MANAGEMENT PROCEDURE

Date approved		Date Policy will take effect		Date of Next Review	
Approved by	Director Financial Services Unit				
Custodian title & e-mail address	Payroll Manager – Raymond Holmes raymond.holmes@uts.edu.au Telephone 9514 4666				
Responsible Division	Financial Services Unit				
Supporting documents, procedures & forms of this procedure	See Web links - http://www.fsu.uts.edu.au/about/index.html#financial http://www.fru.uts.edu.au/manual/index.html				
Key References & Legislation					
Audience	Internet – public access Staff Intranet – UTS Staff Only				
Last Updated	5/ 11/ 12				

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Duke Nordlinger Stern

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Handbook of Internal Accounting

Controls Wanda A. Wallace, 1991 This is a practical what to do and how to do it approach to establishing operating and maintaining the corporate internal accounting function Law Office Policy & Procedures Manual Robert C. Wert, Howard I. Hatoff, 2000 A manual for the law office this volume can serve as a reference for staff or as a training tool for new employees and associates It covers departments and committees organization and administration support personnel file systems office security and more The disk contains all the text

Construction Operations Manual of Policies and Procedures

Andrew M. Civitello, 1994 Word for word procedure for total control over all operations in the office and out in the field so that your construction business virtually runs itself Table of Contents Company Organization and Quality Assurance Program Administration Contracts Interpretation and Performance Site Superintendence Subcontract Management and Administration Progress Schedules and Funds Analysis Accounting and Cost Control Changes and Claims Estimating and

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5E (PB) Sidney M. Levy, Andrew M. Civitello, 2014-01-29 The latest tools and techniques for successfully managing
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