



— PAYROLL POLICY

Alhumdulillah, we are pleased to introduce to you the TES & MQI payroll dept. This is a vital step to implement a structured payroll dept. The objective of this initiative is to meet the requirements of all our teachers and staff in an organized and timely manner.

Communication:

All payroll inquiries must be emailed such as pay details, errors, adjustment, pay stubs, etc. Inquiries submitted verbally, through phone calls, voicemails, text messages or what's app will not be responded to and considered insupportable.

Contact info:

- Main email: accounting@tarbiyah.ca
- CC: muzzammil@tarbiyah.ca

Payment details:

- Method of payment: direct deposit
- Payroll deposits will be processed on the 5th of each month in your account

Additional hours & Absences:

- All absences and additional hours will be recorded by the respective admin and submitted to payroll.