ABC Company

Employee Handbook

Payroll

This section of the handbook describes River View Properties’ payroll procedures.

Introduction

The Employee Handbook describes the employee policies of River View Properties and its subsidiaries. This handbook is published by the Personnel Department at River View Properties. If you have questions or comments on the handbook, contact Cindy in Personnel at ext. 3225.

This handbook was updated in April 2013.

Hourly

People who are paid at an hourly rate must submit a timesheet or invoice each pay period. The income reporting statement received by hourly workers varies, depending on whether the person is an employee or a contractor.

T4 Form

Income for permanent hourly employees is provided on a T4 form at the end of the year.

Independent Contractors

Income for independent contractors is provided on forms available from Human Resources at the end of the year.

Salary

Salaried employees are paid a fixed amount each pay period. Weekly timesheets are not required of salaried employees.

Commission

Employees paid on commission are paid from the Commission Sales forms that they turn in monthly. Sales reports are published monthly.

List of Subsidiaries

Subsidiaries of River View Properties are located across North America. The number of subsidiaries is growing and this list will be periodically updated.

If you have corrections or additions to the list, please contact the Personnel department at River View Properties.

Subsidiary Type of Business Address Phone

AAA Builders Commercial contracting 123 Denby Street

Vancouver BC V8H 9A1 800-555-1111

A1 Lumber Building products P.O. Box 335-X

Seattle, WA 98188

USA 800-555-2222

A1 Reproductions Interior materials 1234 Main Street

Arlington, VA 2203

USA 800-555-3333

Searching for a Subsidiary

This List of Subsidiaries is scheduled for inclusion on the River View Properties home page early next year. The home page will include a searchable index that will enable you to locate subsidiaries by the following categories:

city

state

type of business

Internet sites

The River View Properties home page includes links to each subsidiary’s Internet site.