

COMMENCEMENT PACKAGE
(12 Month Salaried Employees – Including CO, Maintenance, Tech and Bus Shop)

This package contains all the forms necessary to enrol you onto our payroll system. Please read these notes/instructions prior to completion of your forms.

Payroll Information/ Electronic Pay Distribution Form

Payroll Information – Please complete all areas with the exception of the 'Vacation Pay' section.

Electronic Pay Distribution – All staff are required to have a bank account for electronic deposit of their pay. Your pay can be distributed to several different banks or bank accounts as you wish. Be sure to attach a voided cheque or a deposit slip for each account you list. If you want all of your pay in one account, write 100% on the '%' line.

Pay Info – pay will be deposited into your bank account on the 2nd last banking day of the month. A link for Employee Self Service (ESS) will be emailed to you. You will have to login into ESS to access your paystubs. The paystub will have all earnings, deductions, benefits and deposit amounts. Please note the 'Current' and 'Year-to-Date' columns on the paystub.

Personal Tax Credit Return(s) – TD1

Completing this form will determine the Net Claim Code (Income Tax Exemption) which will be used when deducting income tax. If you wish to claim only the basic personal exemption, complete the personal information at the top of the form, carry the amount specified in #1 forward to the Total Line (#12). Date and sign the form. If you wish to claim other than the basic exemption, (i.e.: claim dependants, northern allowance, etc.) work your way through the entire form.

Alberta School Employee Benefit Plan

Long Term Disability and Life & Accidental Death & Dismemberment insurance are mandatory. Extended Health Care and Dental Care plans are optional. The premiums for

Long Term Disability, Life, and Accidental Death & Dismemberment are paid by the School Division. Extended Health Care is paid 100% by the School Division for full time employees and pro-rated for part-time employees. For Dental coverage, full time employees pay 5% of the monthly premiums and the school board pays 95%. Vision coverage is covered 50% by HPSD and 50% by the employee.

To apply for coverage, complete sections A, B, C, D, F, G, and H. To waive coverage, complete sections A, D, E and G.

Please note: You have 30 days from your first day worked to apply for ASEBP coverage.

Applications received after that date would result in late applicant penalties and may result in coverage being denied.

Local Authorities Pension Plan (LAPP)

Contributions to the pension plan are mandatory. Current contribution rates are 9.39% on the first \$5309.29 monthly gross pay, and 13.84% on the balance. The School Division also contributes to the pension plan on your behalf. You will receive a package from LAPP with

forms to complete regarding your beneficiary information. Please return these to LAPP as soon as possible.

Voluntary Accident Insurance Plan

Pamphlet enclosed. This plan is optional and premiums are paid by the employee through payroll deductions. You must choose Employee Only or Family Plan. Although it is for *accidental* death and dismemberment only, the premiums are very reasonable. Coverage ranges from \$25,000 - \$500,000 and the premiums are deducted monthly.

RRSP

The High Prairie School Division offers monthly deductions for 3 different RRSP plans: Royal Bank, London Life, and CI Funds. There is an information sheet included in this package. *Please note – contributing to an RRSP is an optional benefit for employees.

If you require assistance or have questions about anything mentioned above, please feel free to call me at 523-9513 or toll free at 1-877-523-3337. You may return the forms directly to our office by mail, (Box 870, High Prairie, AB T0G 1E0), or drop them off in person.

Welcome aboard!

Shawna Flett
Payroll Accountant