

## SUPPORT STAFF COMMENCEMENT PACKAGE

This package contains all the forms necessary to enrol you into 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.

**Vacation Pay** – You have the option of having your vacation pay paid monthly along with your regular earnings or held back and paid in a lump sum at the end of May. If you choose to have it accrued and paid with your May earnings, income tax is deducted on the lump sum; however the tax is calculated on an average twelve-month period. All vacation pay will be paid out in June. Vacation pay can be paid out at an earlier date if requested.

**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 Information** – Pay periods are from the 21<sup>st</sup> of the month to the 20<sup>th</sup> of the next month. Pay will be deposited the 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 – there are 'Current' and 'Year-to-Date' columns on the paystub.

**Pay Increments** – Pay increments occur after 500, 1500 and 2500 hours worked. Substitute hours and sick leave hours do count towards increment increases. Payroll automatically tracks increment hours.

### Personal Tax Credit Return(s) – TD1

Completing these forms 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 at the bottom of the form. 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. If you are already claiming the basic exemption through a different employer, you may want to zero the basic exemption out so you are not claiming it twice.

### Benefits

As employees of the HPSD, you are eligible for Extended Health Care (EHC), Dental (DEN) and Vision (VIS) benefits. The EHC, DEN and VIS benefits are outlined in the A.S.E.B.P. handbook which can be found online at [www.asebp.ab.ca](http://www.asebp.ab.ca), under the Publications Tab.

If your appointment letter assigns 600 hours or more for the school year, you are considered a full-time employee and the Division pays 100% of the premiums for EHC, and 90% for DEN premiums. If you have been assigned less than 600 hours, you are considered part-time and the division will pay 50% of the premiums for EHC and 45% of the premiums for DEN.

### Extended Health Care

To enrol for EHC benefits, complete sections A, B, C, D & H on the Application for Group Insurance. If you do not want the EHC benefits, please complete sections A, D and E. If you are waiving because of spousal coverage, it is important to indicate that in section E. **Note: You must complete the application within 30 days of your first day worked to guarantee coverage.**

### Dental

Dental coverage is a condition of employment for support staff members who do not have coverage under their spouse or another plan. **There is no waiting period for dental coverage to begin.**

### Vision

Vision coverage is an optional benefit for employees. The cost is shared 50-50 between HPSD and the employee. **There is no waiting period for vision coverage to begin.**

### Voluntary Accident Insurance Plan

Pamphlet enclosed. This plan is optional and premiums are paid entirely by the employee through payroll deductions. Coverage is available for you **and** your family. Although it is for *accidental* death and dismemberment only, the premiums are very reasonable. You choose the coverage from \$25,000 - \$500,000 and the premiums are deducted monthly.

### RRSP

Support staff may participate in a group Registered Retirement Savings Plan via payroll deductions. There are three separate plans available, and the division will match contributions **up to 7%** of earnings. For example, if you put 7% of your monthly earnings into an RRSP, the division would match that amount. If you put in 3%, the Division would put in 3%; if you put in 10%, the Division would put in 7%. You may also choose a flat amount (i.e. \$100) as opposed to a percentage and the Division will match it up to 5% of your earnings. Plan information and instructions are included in this package.

If you require assistance or have questions about anything mentioned above, please feel free to call me at 780-523-9513 or toll free at 1-877-523-3337. You may return the forms directly to our office by truck mail, regular mail (Box 870, High Prairie, AB T0G 1E0), fax (780-523-4639), or drop them off in person.

Welcome aboard!

Shawna Flett

Payroll Accountant