

## **COMMENCEMENT PACKAGE** **(12 Month Wellness/Career/Success Coaches)**

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 2<sup>nd</sup> 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.

### 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. Also contact us to send you an Alberta TD1 form to complete as well.

### Alberta School Employee Benefit Plan

Long Term Disability and Life & Accidental Death & Dismemberment insurance are mandatory. Extended Health Care, Dental Care and Vision 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 10% of the monthly premiums and the school board pays 90%. Vision is 50% employee, 50% employer paid.

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 extended health care and dental coverage. ***Applications received after that date would result in late applicant penalties and may result in coverage being denied.***

### Voluntary Accident Insurance Plan

Pamphlet enclosed. This plan is totally 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

Wellness/Career Coaches 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 7% 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 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