

## **Payroll**

<b>Reviewed Date</b>		<b>Number</b>	HR0403
<b>Revised Date</b>	September 29, 2022	<b>Approved Date</b>	September 25, 1996

### **Introduction**

N/A

### **Purpose**

The purpose of this policy is to outline the parameters for paying employees commensurate with the banding and salary level appropriate to their position as established by the Job Evaluation and Pay Equity Plans and to withhold the applicable statutory deductions set out by the Canada Revenue Agency and OMERS Pension Plan. For employees who are unionized the salary levels are established in the collective agreement through the collective bargaining process.

### **Legislative Authority**

Pay Equity Act  
Employment Standards Act  
Canada Revenue Agency  
Ontario Labour Relations Act  
Income Tax Act  
Personal Information Protection and Electronics Document Act  
Canada Pension Plan Act  
Employment Insurance Act

### **Policy Definitions and Interpretation**

N/A

### **Policy**

Employees are paid in accordance with the banding and salary level appropriate of their position as established by the Job Evaluation and Pay Equity plans. For employees who are unionized the salary levels are established in the collective agreement through the collective bargaining process.

The Simcoe Muskoka District Health Unit's pay schedule is biweekly and commences after a two-week delay.

Every employee will complete an electronic timecard.

The Simcoe Muskoka District Health Unit will withhold all statutory deductions in accordance with legislative requirements and remit accordingly.

An employee who has received income in the proceeding calendar year will receive their T4 and or T4A electronically no later than Feb 28 of the current year.

Accuracy of an employee's pay is of the utmost importance and is a joint responsibility of the direct supervisor and the employee. Payroll is audited before processing and each employee will review their e-stub from an earnings and deductions perspective. Any error in pay must be identified and corrected.

Life Insurance and AD+D are considered taxable benefits.

Employees will receive their pay through direct deposit.

Employers must record an employee's SIN *within three days* of the employee's first day as it is required for every person working in insurable employment in Canada. If a new employee does not have a SIN, but is eligible to work in Canada, Human Resources will direct the employee to apply for a SIN, and receive proof from the employee that an application has been made. Human Resources will contact Service Canada's Social Insurance Registration office to confirm the SIN of a new employee who has not provided the SIN card at the time of hire to ensure that a new employee's SIN is correct.

An electronic Record of Employment (ROE) will be issued within Service Canada's required timelines after the end of the pay period during which the employee's interruption of earnings occurs. Employees shall access their ROE through the creation of their own "My Service Canada Account."

### **Procedures**

1. An annual schedule of the pay periods, flex schedule and statutory holidays will be available to all employees via the intranet.
2. An electronic timecard will be completed by each employee on a biweekly basis. The employee is responsible for the accuracy of the timecard and will be diligent in its completion to avoid delays in processing. (Refer to Flexible Working Hours and Hours of Work policy)
3. Timecards are to be completed no later than every other Friday (pay day). The direct supervisor checks the timecards, identifies any areas of concern and notifies the employee regarding needed corrections and then approves the timecard.
4. Any additional hours will be processed on the next pay. Casual and temporary employees will not be paid without submission of a timecard by the deadline. It is the responsibility of the direct supervisor to follow up and ensure that all timecards are submitted on time.
5. Each employee has access to their approved timecard. Any errors in the completion of the timecard following its approval will be directed to the direct supervisor and forwarded to Payroll if it affects pay or attendance.
6. On the first pay of each month, employees entitled to group life insurance and AD+D will have the value of the premium paid by the health unit added to their income and tax will be deducted accordingly.
7. An employee who intends to apply for CPP, will notify Human Resources of their intent. Once approved, the employee will provide a copy of the Notice of Entitlement to Human Resources before CPP deductions can cease.
8. Normally, there will be twenty-six (26) pay periods per year. An employee's pay will be directly deposited into their designated account(s) every second Friday. When a public

holiday falls on the normal pay date, payment will be made on the preceding working day.

9. An employee will have the option of using up to three banks/accounts for their direct deposit provided the account is in the employee's name and no person other than the employee, or someone authorized by the employee, has access to the account. The employee will provide Payroll with the Bank #, Transit # and Account #, specifying the amount to be deposited into the second and third accounts. This notification must be in writing (email accepted) directed to Payroll.
10. Pay confirmation will be distributed through email (e-stub). For email recipients, the e-stub is attached in a password protected file and requires use of the employee's SIN to open. Employees should contact Payroll if they require an email address change; they do not receive their e-stub or have a question regarding their pay. An employee will receive their e-stub prior to the actual pay day.
11. Each employee has a responsibility to review their direct deposit information to ensure accuracy of their hours, earnings and applicable deductions.

#### Payroll Deductions

- Employees over 18 years: CPP, EI, Income Tax
  - Employees under 18 years: EI, Income Tax (if applicable)
  - Additional Deductions (if applicable): OMERS Contributions, ONA Dues (second pay of the month), Garnishees, Optional Life Insurance, United Way Contributions.
12. Each employee must complete a TD1/TD1ON for tax purposes upon hire. Employees who do not complete and submit TD1/TD1ON forms are considered to be claiming the basic personal amount only. It is the employee's responsibility to complete new TD1/TD1ON forms within 7 days of a change to their personal situation and submit directly to Payroll. If claiming other than basic, annual completion of the TD1/TD1ON is required. Failure to complete and return the TD1/TD1ON to Payroll may result in inaccurate tax deduction and possible subjection to Canada Revenue Agency penalties. An employee can request a TD1/TD1ON at any time to change their claim information. TD1/TD1ON are also available on the intranet.
  13. An employee who has a change to their personal information (e.g., name, address) will notify Payroll and Human Resources via email. Any bank account or tax related changes should be forwarded to Payroll only. Payroll will then: 1- personally call the employee with the employee's current phone number on file in HR in order to verify it is in fact the employee making the request; 2- consult with the HR Manager for authorization to proceed with the employee's request; and 3- complete the required internal "paperwork" to action the request.
  14. Following termination of employment, an employee is responsible to notify Human Resources of any address change that would affect the receipt of their final pay, record of employment and T4.

#### ***Related Policies***

HR0601 Hours of Work

HR0603 Flexible Working Hours

***Related Forms***

N/A

***Final Approval Signature:*** \_\_\_\_\_

Review/Revision History:

Revised – June 10, 2009

September 2010 Policy re-numbered, previous number B4.040

November 27, 2019, Unionized employees' clarification

August 25, 2021, Electronic timecards/process clarified

September 29, 2022, Banking Information Changes