

Payroll

Reviewed Date		Number	<i>HR0403</i>
Revised Date	<i>June 10, 2009</i>	Approved Date	<i>September 25, 1996</i>

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 Revenue Canada and OMERS Pension Plan. For employees who are members of the Ontario Nurses' Association the salary levels are established 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 members of the Ontario Nurses' Association the salary levels are established 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 a timesheet.

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 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 Human Resources 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 is considered a taxable benefit.

Employees will receive their pay through direct deposit.

Human Resources must request and view an employee's SIN card and record the number. 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 five days of the end of the pay period during which the employee's interruption of earnings occurs. An interruption of earnings occurs when an employee:

- quits his/her job
- is laid off or terminated
- has had (within the last 52 weeks or since the last ROE), or is anticipated to have seven (7) consecutive calendar days without both work and insurable earnings from the employer
- salary falls below 60% of normal weekly earnings due to illness, injury, quarantine, pregnancy, the need for a parent to care for either newly born or adopted children, or the need to provide care or support to a family member who is gravely ill with a significant risk of death.

Procedures

1. An annual schedule of the pay periods, flex schedule and statutory holidays will be available to all employees via the intranet.
2. A timesheet will be completed by each employee on a biweekly basis. The employee is responsible for the accuracy of the timesheet and will be diligent in its completion to avoid delays in processing. (Refer to Flexible Working Hours and Hours of Work policy)
3. Timesheets are submitted to the Administrative Coordinator/Assistant of the Service Area (Barrie Office) no later than the Tuesday following the pay day. The Administrative Coordinator/Assistant checks the timesheets, identifies any areas of concern and notifies the employee or Manager regarding needed corrections and submits to the Manager/Director for approval.
4. Approved timesheets are due in Payroll (Gravenhurst office) no later than the Thursday following the pay day. Permanent employees whose timesheets are late will be paid their regularly hired hours. Any additional hours will be processed on the next pay. Casual and temporary employees will not be paid without submission of a timesheet by the deadline. It is the responsibility of the Service Area to follow up and ensure that all timesheets are submitted.
5. Each employee will receive a copy of their approved timesheet. Any errors in the

completion of the timesheet following its approval will be directed to the Manager and forwarded to Payroll if it affects pay or attendance.

6. On the first pay of each month, employees entitled to group life insurance 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 stubs will be distributed through email (e-stub) or mailed to the employee where email is not an option. 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 yrs: CPP, EI, Income Tax
 - Employees under 18 yrs: EI, Income Tax (if applicable)
 - Additional Deductions (if applicable): OMERS Contributions, CIPHI (first pay of the month), ONA Dues(second pay of the month), Canada Savings Bonds/RSPs, 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 anytime to change their claim information.
 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.
 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

Related Forms

N/A

Final Approval Signature: _____

Review/Revision History:

Revised – June 10, 2009

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