Responsibility: Superintendent, Human Resource Services

Legal References: ESA, Employment Standards Act

Related References: TPP, Teacher’s Pension Plan; OMERS, Ontario Municipal Employees Retirement System

Revisions: Reviewed: January 2016

1. Preamble

1.1 The following procedures provide guidelines and expectations regarding various situations in which Payroll Services must be used.

2. Procedures

2.1 Change in bank account to which pay is deposited
   2.1.1 Each school office stocks Direct Deposit forms that you can complete.
   2.1.2 When the form is completed, send it to Payroll Services.
   2.1.3 Payroll Services will change the bank account number on the payroll system to ensure your pay is directed to the correct account.
   2.1.4 If your site does not have the pertinent form, you can either email a personal WW message to the appropriate Senior Payroll Clerk, or mail or fax a signed memo to Payroll Services, including the following information:
   - 2.1.4.1 Your employee identification number (EIN).
   - 2.1.4.2 Your new bank account number.
   - 2.1.4.3 Your bank branch number.
   - 2.1.4.4 The name and address of your bank.
   - 2.1.4.5 Your authorization for Payroll Services to deposit monies into this bank account.
   2.1.5 Attach or mail a voided cheque (if using a chequing account).

2.2 Closed your payroll deposit bank account – did not notify Payroll Services?
   2.2.1 You should inform Payroll Services immediately.

2.3 Bank mergers
   2.3.1 Your bank transit number or bank account number may change when banks merge.
   2.3.2 In either case you must inform Payroll Services of the changes in writing.
   2.3.3 Your bank can supply you with the information required. (see above)

2.4 Employee bank account information for payroll deposits
   2.4.1 Personal banking information must be supplied to Payroll Services in order to allow the deposit of your pay.
   2.4.2 The payroll system does not produce cheques so it is critical that you supply the necessary information prior to your first pay.
   2.4.3 If you miss the initial payroll deadline, it is not possible to include your pay in the direct payroll deposit.

2.5 Requests for Records of Employment (ROE)
2.5.1 Waterloo Region District School Board automatically completes Records of Employment at Christmas break, winter break and summer break for all part-time employees who are laid off for a period of time.

2.5.2 The ROE is sent electronically to Service Canada.

2.5.3 Records of Employment are also issued automatically for maternity or parental unpaid leaves.

2.5.4 Should Employment Insurance request any additional ROEs from you, please contact Payroll Services directly for further instructions.

2.5.5 It is the employee’s responsibility to apply to Employment Insurance.

2.5.6 ROE can be downloaded from Service Canada.

2.6 **Records of Employment**

2.6.1 Upon request to Payroll Services, a hard copy can be sent to the employee.

2.7 **Maternity/Parental Leave – Payment for the Two-Week Waiting Period**

2.7.1 In order to pay you for any two-week waiting period that you are allowed under your collective agreement, the Waterloo Region District School Board requires proof that you are in receipt of Employment Insurance Maternity/Parental Benefits for your leave.

2.7.2 Once you are in receipt of your first benefit payment from Employment Insurance, simply supply Payroll Services with a photocopy of your first Employment Insurance cheque.

2.7.3 Upon receipt of all required information, Payroll Services will process your two-week waiting benefit payment.

2.7.4 The payment will be deposited into your bank account, in the same manner as your regular pays.

2.8 **Purchase of pension service credits for maternity leaves**

2.8.1 For employees who are covered under Ontario Municipal Employees Retirement System (OMERS), please contact Human Resource Services.

2.9 **Pension information**

2.9.1 Employees may access your pension records online at:

2.9.1.1 Employees covered under TPP: [https://members.otpp.com](https://members.otpp.com).

2.9.1.2 Employees covered under OMERS: [www.omers.com](http://www.omers.com) (click on my OMERS).

2.10 **Change in mailing address**

2.10.1 Please forward this information to Human Resource Services.

2.11 **Confirmation of employment- mortgage letters**

2.11.1 Today, Banking Institutions accept a pay stub as verification of employment and earnings. This can be done online – ECNO/imenu. Mortgage letters are no longer issued.

2.12 **Misplaced T4 tax receipts**

2.12.1 Please forward a signed, written request to Payroll Services including your employee identification number (EIN).

2.12.2 We will forward you a photocopy that you can use to file your Annual Income Tax Return.

2.13 **Change in personal tax exemptions**

2.13.1 Each school office has a supply of tax forms that you must complete to change your personal tax exemption.

2.13.2 Please complete both the Federal TD1 and the Provincial TD1ON and forward them to Payroll Services.