



## PAYROLL SERVICES

Responsibility:	<i>Superintendent, Human Resource Services</i>
Legal References:	<i>ESA, Employment Standards Act</i>
Related References:	<i>TPP, Teacher's Pension Plan; OMERS, Ontario Municipal Employees Retirement System</i>
Revisions:	
Reviewed:	<i>January 2016</i>

### 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>.
    - 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.