

## **TEACHER COMMENCEMENT PACKAGE**

This package contains all the forms necessary to enrol you onto our payroll system. Please read these notes/instructions as you complete the forms.

### **Information/Pay Distribution Form**

Payroll Information – Please complete all areas.

Electronic Pay Distribution - All staff are required to have a bank account for electronic deposit of their pay. We can distribute your pay to several different banks or bank accounts as you wish. Be sure to attach a void cheque or a bank-completed deposit slip for each account you list. If you want all of your pay in one account, write 100% on the '%' line". Please make sure that you sign and date the form. Your monthly direct deposit statements will be available to you through the Employee Self Serve System.

### **Personal Tax Credits Returns - TD1 and TD1AB**

Completing these forms will determine the Income Tax Exemption we will use when deducting income tax. If you wish to claim the basic personal exemption, complete the personal information at the top of each form (disregard "Employee Number") and carry the amount specified in #1 forward to the Total Claim Amount box at the bottom of each form. Date and sign the second page. If you wish to claim other than the basic exemption, (i.e. to claim dependants, tuition, etc.), read through and complete both forms as appropriate.

### **Alberta Teacher's Retirement Fund (ATRF)**

This is a mandatory retirement fund to which all teachers in Alberta must contribute. Current monthly contribution rates are 9.76% of the first \$5133.33 gross pay, and 13.94% on the balance. Please note – New teachers will receive information directly from ATRF shortly after HPSD has reported them for the first time in ATRF. For more information, please visit the website ([atrf.com](http://atrf.com)) to access the MyPension feature.

### **Proof of Experience**

A teacher requesting that the School Jurisdiction recognize experience earned with a previous employer shall provide to the School Jurisdiction written confirmation from the previous employer certifying: a) The number of days worked for each year of employment, length of employment, and affirmation that the experience was earned while the teacher was in possession of a valid Alberta teaching certificate or its equivalent in the relevant governing jurisdiction; b) The position held while earning the experience was one that required a valid teaching certificate; and, c) The written confirmation is signed by an authorized officer of the previous employer. If you currently hold an interim certificate, please ensure that the letter from your past employer includes the subjects and grades taught. **Proof of teaching experience must be provided to the Board within 40 operational days of the commencement of teaching duties. If this information is not received within 40 days, pay will be adjusted the month after it is received, not retroactively.**

### **Alberta School Employee Benefit Plan – Group Insurance Enrolment**

For teachers, the Long Term Disability, Life & AD&D insurance are mandatory, and premiums are paid by the Board. Extended Health, Dental and Vision Care are optional. Extended Health and Vision care premiums are paid by the board for full time teachers. Part-time teachers have their premiums pro-rated according to their FTE.

To apply for coverage complete sections A, B, & F, and C & D if applicable. You may waive Extended Health Care and/or Dental coverage by completing section E. You must however, complete the required sections to apply for the mandatory benefits.

The Benefit Information Handbook explaining each benefit is available on line at **www.asebp.ab.ca**. Refer to the following specific plans under which our school division is covered:

- Life, AD & D – Plan 2
- Extended Disability – Plan D
- Dental Care – Plan 3
- Extended Health Care – Plan 1

**Please note: You have 30 days from your first day worked to apply for benefits. Applications received after that date will result in late applicant penalties and a possibility of refusal of coverage.**

#### Health Spending Account

In addition to the above medical plans, the School Division will set up a Health / Wellness Spending Account with ASEBP depositing \$63 per month for each full time teacher. Part-time teachers will have a pro-rated amount deposited. Explanation of the benefit is covered online at [www.asebp.ab.ca](http://www.asebp.ab.ca).

#### TQS & Teacher's Certificate

We require a copy of your current Alberta Teacher's Certificate and the Teacher's Qualifications Services (TQS) Statement of Qualifications. If you do not have either of these documents, please notify us **asap. Applications should be sent out immediately.** We require your TQS or proof that you have applied for it within 60 operational days of your hire date. **Retroactive grid adjustments to a level higher than 4 years of education, if applicable, will not occur unless one of these TQS documents is received within 60 operational days of your first day worked.**

#### Employee and Family Assistance Program

Online brochure. This service is provided to all HPSD teachers at no cost to the employee.

#### Voluntary Accident Insurance

This insurance is optional. We provide payroll deductions for the premiums.

#### RRSP

We also offer an optional payroll deduction for RRSP contributions. There are 3 different plans available. There is an information sheet online. **No** matching employer contribution is made for teaching staff.

If you require assistance, feel free to call me (780-523-9513 direct or toll free @1-877-523-3337). You may also email me at [srosychuk@hpsd.ca](mailto:srosychuk@hpsd.ca)

Welcome aboard!

Shawna Rosychuk  
Payroll Officer