

BUS DRIVER COMMENCEMENT PACKAGE

Please read the following before completing the enclosed forms.

Payroll Information/ Electronic Pay Distribution Form

Payroll Information – Please complete all areas with the exception of the 'Vacation Pay' section.

Electronic Pay Distribution – All staff are required to have a bank account for electronic deposit of their pay. Your pay can be distributed to several different banks or bank accounts as you wish. Be sure to attach a voided cheque or a deposit slip for each account you list. If you want all of your pay in one account, write 100% on the '%' line.

Paystubs - A link for Employee Self Service (ESS) will be emailed to you. You will have to login into ESS to access your paystubs. The paystub will have all earnings, deductions, benefits and deposit amounts. Please note – there are 'Current' and 'Year-to-Date' columns on the paystub.

Personal Tax Credit Return(s) – TD1s

Completing this form will determine the Net Claim Code (Income Tax Exemption) which will be used when deducting income tax. If you wish to claim only the basic personal exemption, complete the personal information at the top of the form, carry the amount specified in #1 forward to the Total Line (#12). Date and sign the form. If you wish to claim other than the basic exemption, (i.e.: claim dependants, northern allowance, etc.) work your way through the entire form.

Voluntary Accident Insurance Plan

Pamphlet enclosed. This plan is totally optional and premiums are paid entirely by the employee through payroll deductions.

RRSP

The High Prairie School Division offers monthly deductions for 3 different RRSP plans: The Royal Bank, London Life, and Spectrum United. There is an information sheet included in this package.

Completion of Probationary Period

Upon completion of 90 working days, you are entitled to Extended Health Care, Dental, Life Insurance and Accidental Death & Dismemberment coverage on our group plans. The HPSD will pay for a portion of the monthly premium. The unpaid portion will be deducted from your pay. You will also be eligible to have your RRSP contributions matched by the Board, to a maximum of 5% of your gross pay. Your vacation pay will increase to 6% after 120 working days.

If you require assistance or have questions about anything mentioned above, please feel free to call me at 780-523-9504 or toll free at 1-877-523-3337. You may return the forms directly to our office by truck mail, or email them to me at ndoris@hpsd.ca.

Welcome aboard!

Nadine Doris
Payroll Administrator