

IMPORTANT INFORMATION ABOUT HOW YOU GET PAID ~ OCCASIONAL TEACHERS ~

The Payroll Department would like to welcome you to the Upper Canada District School Board. The following document has been prepared to assist you in assuring that you are paid accurately and on time. Please take a few minutes to review the following information.

TIME SHEETS

As a temporary employee you are required to fill in timesheets in order to be paid. Instructions on how to fill out the timesheet is attached.

Employee Responsibilities

- The employee is responsible for faxing the completed timesheet to the Payroll Department by the payroll deadline (a payroll calendar is attached). *There are some Office Administrators and Supervisors that will be kind enough to do this for you, but it is still your responsibility to ensure that the timesheet is received by the Payroll Department within the deadline.*
- We suggest that you **keep a copy** of all of your timesheets. This is your record of the hours that you have worked and should be used to confirm that you have been paid correctly.
- We also suggest that you **obtain a confirmation** that your fax to the Payroll Department did, in fact, make it to the Payroll Department. All fax machines are able to provide a confirmation that your fax went through.

School/Supervisor Responsibilities

- The School/Supervisor will supply the appropriate account code.
- The School/Supervisor will fill in the 'replacing' column.
- The School/Supervisor will authorize the timesheet.

RECORDS OF EMPLOYMENT

If you require a Record of Employment, please contact the Payroll Department or indicate on the bottom of your last time sheet that an ROE is requested. Although we endeavor to provide long term employees with an ROE once their term is over, for day to day casuals it is difficult to determine when they are required. Please note that all ROE's are filed electronically with HRSDC. You will not receive a paper copy.

OTHER INFORMATION

You are paid two weeks in arrears (refer to the Payroll Calendar provided for specific dates).

Don't forget to notify the Payroll Department of any banking information changes in writing accompanied by a void cheque. If we do not have the most up to date information, it will result in a delay of payment.

WHO'S WHO – PAYROLL DEPARTMENT

Lisa Bean <i>Payroll Assistant responsible for Contract and Occasional Teachers, Principals & Vice-Principals, PSSP with surnames beginning A-L</i>	Angela Young <i>Payroll Assistant responsible for Contract and Occasional Teachers, Principals & Vice-Principals, PSSP with surnames beginning M-Z</i>
Phone (613) 342-0371 ext. 1217 lisa.bean@ucdsb.on.ca	Phone (613) 342-0371 ext. 1116 angelam.young@ucdsb.on.ca

FREQUENTLY ASKED QUESTIONS

1. How do I fill out my time report?

Follow the instructions that have been included with this information package. If you have any further questions contact the Payroll Department at (613) 342-0371 or toll-free at 1-800-267-7131.

2. How do I find out what my employee number is?

This will not be known to you until you receive your first pay cheque. On your first time report, just indicate NEW under employee number. You will find your 5 digit employee number near the top of your 1st pay stub.

3. I submitted a time sheet, when should I be paid?

Refer to the enclosed Payroll Calendar. It will show when you will be paid.

4. What are some of the reasons for a delay in getting paid?

- Payroll may not have received your time sheet.
- The time sheet may have been faxed to the wrong department.
- Your timesheet may have been submitted after the deadline indicated on the Payroll Calendar.
- Your banking information is not up to date.
- **The Human Resources Department may not have received all of the required documentation to enter you into the Payroll System. i.e.**
 - **Criminal Background Check (dated within 6 months of date of hire)**
 - **Properly (completely) filled "Personal Information" form (including: name, address, date of birth and SIN)**

5. What do I do if I did not get paid but I submitted a time sheet by the deadline?

Contact the Payroll Department at (613) 342-0371 or toll-free at 1-800-267-7131 immediately. Please note that you will be required to provide confirmation from your fax machine indicating that Payroll received your faxed time sheet on time before we are able to do anything.

6. I have changed my bank account. How do I make sure that my pay is deposited into my new bank account?

Fax or mail a copy of a void cheque to the Payroll Department. You will need to indicate on the fax that you want your banking information changed and we require that you sign the fax. It is suggested that you follow up with Payroll to ensure that the change has been received. Please do not change automatic withdrawals etc. until Payroll confirms the change.

7. I would like extra tax taken off my pay. How do I go about getting this done?

You will need to complete a TD1 form and fax it to the Payroll Department at 613-342-8404. This can be obtained from the Forms folder on the Payroll Department page on Insite.

HOW TO COMPLETE YOUR TIME REPORT

Please note that if the procedures outlined below are not followed it may result in a delay of payment.

1. Choose the timesheet that suits the panel you are teaching. (i.e. Elementary Schools require Elementary Time Reports). If you are submitting a timesheet for Long Term Occasional work and casual work, please complete two separate timesheets.
2. Please print your complete name. Use the name that you have submitted to Human Resources. Please do not use initials or nicknames.
3. Enter your employee ID number. This will not be provided to you until you receive your first pay cheque. If this is the first time filling out a timesheet then indicate "New".
4. Indicate the biweekly pay period.
5. Indicate date in terms of month/day/year. We suggest submitting your timesheet during the current bi-weekly pay period in accordance with the payroll calendar.
6. Indicate the portion of the day that you have worked. (i.e. half day = 0.5). **Secondary Occasional Teachers, please refer to the legend on the timesheet.**
7. **For Long Term Occasional Teachers**, if you were scheduled to work on a particular day, but were unable to work due to illness, please indicate "sick" in the "Days" column. Please refer to your collective agreements for details on your sick time entitlement.
8. Total the number of days worked in the bi-weekly time period.
9. Sign and date the time report.
10. An account code will be provided by the Office Administrator or your Supervisor.
11. The "Replacing" column will be completed by the Office Administrator or your Supervisor.
12. The "School" can be completed by you.
13. Each day worked, must be authorized by the Principal, Principal's Designate or your Supervisor.
14. If you make changes/additions to a previously submitted timesheet, please indicate revised at the top of the timesheet.
15. Fax your timesheet to the Payroll Department at (613) 342-8404 (or to one of the alternate fax numbers listed at the bottom of the calendar) by the deadline indicated on the Payroll Calendar (included).
16. Get a confirmation from the fax machine that your fax was received by the Payroll Department.

DON'T FORGET TO KEEP A COPY FOR YOUR RECORDS.