



# Payroll, Pension and Benefits Information

## Non-Certificated Staff (School Support Staff)

### Payroll Information

#### Payroll Contact

Crystal Braaten, Payroll Administrator ([crystal.braaten@blackgold.ca](mailto:crystal.braaten@blackgold.ca) or 780-955-4575) is the payroll contact for School Support Staff.

#### Pay Days

Regular paydays for all staff, except Education Assistants, are the last banking day of the month except December, when staff are paid on the last banking day prior to December 25<sup>th</sup>. Education Assistants are paid on the 10<sup>th</sup> of every month. Education Assistants receive a mid-payroll advance on the 25<sup>th</sup> of each month from September to May, excluding December of each year. A fixed dollar amount based on the FTE allocation will determine the amount of the advance that will be processed. Please see the collective agreement for more information.

#### Accessing your Collective Agreement

The collective agreement can be found on the Black Gold website at [www.blackgold.ca](http://www.blackgold.ca), select **Careers>Collective Agreements>Local 3484 School Support Staff**

#### Salary and Grid Placement

Please refer to your Collective Agreement. For further questions, contact Michelle Unchulenko, Human Resources Coordinator ([michelle.unchulenko@blackgold.ca](mailto:michelle.unchulenko@blackgold.ca) or 780-955-6033).

#### Recording hours and absences

Your regular scheduled hours are automatically interfaced through the payroll system.

Absences are logged through the Automated Dispatch System (ADS). Log into PowerSchool **atrieveERP**. Click **My Info>Time & Attendance>Enter Absence**.

Any extra hours worked can be recorded on an electronic timesheet that can be accessed by logging into PowerSchool **atrieveERP**, click on **My Info>Time & Attendance>Enter Time**.

Instructional guides on how to enter and adjust your timesheet can be found on your employee dashboard in PowerSchool **atrieveERP** **My Info>Dashboard**.

#### Leave Entitlements

Your leave entitlements can be found in your collective agreement. Your leave entitlement balances (personal, funeral, and banked if applicable) can be found on your employee dashboard in PowerSchool **atrieveERP** **My Info>Dashboard**. To find out about your sick leave balance, contact Michelle Unchulenko, Human Resources Coordinator ([michelle.unchulenko@blackgold.ca](mailto:michelle.unchulenko@blackgold.ca) or 780-955-6033).



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### Accessing Earnings and T4 Statements

You can access your earnings and T4 statements by logging into PowerSchool atrieveERP and click **My Info> Documents & eForms >Employee Statement**. Use the drop-down menu to select **Earnings Statement or T4 Statement**.

T4 statements will be available online by February 28<sup>th</sup> each year. Former employees will receive their T4's via the mail. Please notify HR at [hr@blackgold.ca](mailto:hr@blackgold.ca) if your address changes.

### Updating Direct Deposit Information and TD1 Forms

Direct Deposit information and TD1 tax forms can be updated at any time. Log into PowerSchool atrieveERP and complete the **Direct Deposit Information** or **TD1 Forms** found under **My Info>Documents & eForms>eForms>My eForms List**. Please attach the completed forms to the eForm for submission to payroll. Alternately, you can email the completed forms to [payroll@blackgold.ca](mailto:payroll@blackgold.ca).

### Verification of employment letter

You can request a verification of employment letter by logging into PowerSchool atrieveERP and completing the **Employment Verification Request**, found under **My Info>Documents & eForms>eForms>My eForms List**. Alternately, you can email [hr@blackgold.ca](mailto:hr@blackgold.ca). Please direct your questions to Michelle Unchulenko ([michelle.unchulenko@blackgold.ca](mailto:michelle.unchulenko@blackgold.ca) or 780-955-6033).

## Pension Information

### Eligibility for Pension Plan

You will become eligible for LAPP the first of the month following the successful completion of your probation period. If you are on a temporary or term contract you are not eligible. LAPP is an optional deduction for eligible staff whose regular hours of work are more than 14 hours per week. Employees who work less than 14 hours per week are not eligible for LAPP.

You will find more information regarding LAPP on the LAPP website at [www.lapp.ca](http://www.lapp.ca). For detailed LAPP questions contact LAPP directly at 1-877-649-5277. For further questions contact Esther Rockey ([esther.rockey@blackgold.ca](mailto:esther.rockey@blackgold.ca) or 780-955-6055).

### Buying prior service

You can increase your service with LAPP by buying prior service, if eligible. Prior service may include your probationary period, unpaid leaves (personal, maternity, unpaid sick) or a period of employment where it was optional for you to contribute to LAPP. For more information contact Esther Rockey ([esther.rockey@blackgold.ca](mailto:esther.rockey@blackgold.ca) or 780-955-6055).



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### Benefit Information

#### Eligibility for Health Benefits

You will become eligible for benefits the first of the month following the successful completion of your probation period (if your FTE is 0.2 or higher). Black Gold pays 95% of benefit premiums pro-rated to your FTE.

Benefits are offered through ASEBP, Alberta School Employee Benefits Plan. It is mandatory for you to enroll in Life, Accidental Death & Dismemberment (AD&D) and Extended Disability Benefits (EDB) coverage and optional to enroll in Extended Health Care (EHC), Dental and Vision coverage. You will also be enrolled in a Health Spending Account.

You will find more information regarding your benefits on the ASEBP website at <https://www.asebp.ca/>. For detailed ASEBP Health Benefit questions contact ASEBP directly at 780-431-4786 or toll free at 1-877-431-4786.

Esther Rockey ([esther.rockey@blackgold.ca](mailto:esther.rockey@blackgold.ca) or 780-955-6055) will contact you via email to complete the necessary paperwork.

#### Health Spending Account (HSA)

Once eligible for benefits a full-time employee receives \$54.17 per month to a maximum of \$650 per school year. The amount is pro-rated based on your FTE. Credits can be viewed in your 'MyASEBP' account by the 15<sup>th</sup> of the month after you have earned them.

The HSA year runs the same as the school year – September 1<sup>st</sup> to August 31<sup>st</sup> and only expenses incurred during that time will be eligible for submission. Unused portions of your credits can be carried forward a maximum of one year. If your contract is ending, you have 60 days from the last day worked to claim any of your remaining HSA credits.

You will find more information regarding your HSA on the ASEBP website at <https://www.asebp.ca/>. For detailed HSA questions contact ASEBP directly at 1-877-431-4786. For further questions contact Esther Rockey ([esther.rockey@blackgold.ca](mailto:esther.rockey@blackgold.ca) or 780-955-6055).



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### Changes to health benefit coverage

Changes can be made at any time. If the change is due to a significant life event (e.g., marriage, birth/adoption of child, loss of partner/alternate coverage, etc.) the change should be made **within 31 days following the life event** to avoid restrictions or late applicant status.

If the change is **not** due to a significant life event, or submitted after the 31-day limit, the change will be reviewed by ASEBP, and restrictions or late applicant status may apply. Coverage will take effect the first of the month following ASEBP's approval (e.g., change application approved Oct 15<sup>th</sup>, your coverage will be effective Nov 1<sup>st</sup>).

You can access the **Change Application Form** online at [www.asebp.ca](http://www.asebp.ca) under **Forms>Change Forms**. Send the completed form to [esther.rockey@blackgold.ca](mailto:esther.rockey@blackgold.ca).

To update your beneficiary information for ASEBP, you will need to complete an **Appointment of Beneficiary(ies) form** which is found online at [www.asebp.ca](http://www.asebp.ca) under **Forms>Admin**. Once completed and **signed in ink** send the form to Esther Rockey at [esther.rockey@blackgold.ca](mailto:esther.rockey@blackgold.ca).

### Employee and Family Assistance Program (EFAP)

Black Gold School Division uses Inkblot as their EFAP provider. This **confidential and free** service provides counselling and coaching, as well as support on several different issues such as financial, legal, life transitions, health coaching, and career coaching.

To access Inkblot, you (and any dependents) will need an ASEBP ID number to register. To register your account, go to Inkblot's website at <https://org.inkblottherapy.com/asebp>. Inkblot can also be reached by calling toll-free at 1-855-933-0103.

### Optional benefits

#### **Voluntary Accident Insurance Plan (VADD)**

The Voluntary Accident Insurance Plan (VADD) is an optional plan that allows an employee to purchase additional accidental death and dismemberment insurance over and above the accidental death and dismemberment insurance available through ASEBP. This plan allows you to either enroll in an employee only or family plan.

#### **Registered Retirement Savings Plan (RRSP)**

The RRSP plan is an optional program that allows employees to make RRSP contributions through payroll deductions. However, Black Gold School Division does not match any employee made contributions.

To sign up for VADD or RRSP plan contact Esther Rockey ([esther.rockey@blackgold.ca](mailto:esther.rockey@blackgold.ca) or 780-955-6055).