

# questions & answers

## Frequently Asked Questions for Custodians

### Payroll & Benefits

**1. Who is my payroll contact?**

Crystal Braaten, Payroll Administrator ([crystal.braaten@blackgold.ca](mailto:crystal.braaten@blackgold.ca) or 780.955.6053) is the payroll contact for Custodians.

**2. How do I record my hours and absences?**

Log into PowerSchool atrieveERP, and then click on **Timesheet Entry - Location**. Please see instruction guides on how to enter and adjust your timesheet on your PowerSchool atrieveERP dashboard.

**3. When do I get paid?**

Regular paydays are the last banking day of the month except December, which will be December 24<sup>th</sup> (or the Friday before if December 24<sup>th</sup> falls on a weekend).

**4. Where do I find my earnings statements?**

Log into PowerSchool atrieveERP, and then click on **My Info**, select **Documents & eForms** followed by **Employee Statement** you will see a menu where you can select **Earnings Statements**.

**5. How do I change my direct deposit information?**

Log into PowerSchool atrieveERP and complete the **Direct Deposit Information Form** that can be found under **My Info>Documents & eForms>eForms>My eForms List**.

**6. How do I update my tax forms (TD1 and TD1AB)?**

Tax forms can be updated at any time. TD1 forms can be found in PowerSchool atrieveERP. Select **TD1 Forms** found under **My Info>Documents & eForms>eForms>My eForms List**. Once the forms are completed, please send them to Crystal Braaten at ([crystal.braaten@blackgold.ca](mailto:crystal.braaten@blackgold.ca)). The forms can also be sent to Division Office via the Division Courier.

**7. Where do I find my T4 statement?**

Log into PowerSchool atrieveERP, and then click on **My Info**, select **Documents & eForms** followed by **Employee Statement** you will see a menu where you can select **T4 Statements**. T4 statements are mailed to former employees. T4 statements will be available by February 28 each year. If your address changes please notify Human Resources.

**8. I need a verification of employment letter, whom do I contact?**

Please complete the form titled **Employment Verification Request or Experience Letter**, which can be found under **My eForms List** in PowerSchool atrieveERP. The form is located under **My Info>Documents & eForms>eForms>My eForms List**. Please contact Crystal Braaten ([crystal.braaten@blackgold.ca](mailto:crystal.braaten@blackgold.ca) or 780.955.6053) with any questions you may have.

**9. When will I be eligible for benefits and the Local Authorities Pension Plan (LAPP)?**

You will be eligible for both benefits and LAPP the first month following successful completion of your probationary period. It is mandatory for you to enroll in Life, Accidental Death & Dismemberment and Extended Disability Benefits (EDB) coverage. Esther Rockey will contact you via email to complete the necessary paperwork once notification has been received that you have successfully completed your probationary period.

**10. Do I have to contribute to the Local Authorities Pension Plan (LAPP)?**

The Local Authorities Pension Plan (LAPP) is a mandatory deduction for eligible staff whose regular hours of work are 30 hours or more per week. LAPP is optional for those employees who work more than 14 hours, but less than 30 hours per week. Employees who work less than 14 hour per week are ineligible 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 Crystal Braaten ([crystal.braaten@blackgold.ca](mailto:crystal.braaten@blackgold.ca) or 780.955.6053).

**11. Am I eligible for a Health Spending Account (HSA)/Wellness Spending Account (WSA)?**

You will receive HSA/WSA credits once you become eligible for benefits. A full-time employee is eligible for is \$41.67 per month to a maximum of \$500 per school year. The amount you are eligible for is pro-rated based on your FTE. Credits are deposited into your HAS/WSA each month following the payroll (usually around the middle of the month) based on your

spending account allocation. The HSA/WSA year runs the same as the school year – September 1<sup>st</sup> to August 31<sup>st</sup> and only expenses incurred in that time period are eligible to be submitted for your HAS/WSA. 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/WSA credits.

You will find more information regarding your HSA/WSA on the ASEBP website at [www.asepb.ca](http://www.asepb.ca). For detailed HSA questions contact ASEBP directly at 780.431.4786 or toll free at 1.877.431.4786.

**12. Where do I find information regarding my benefit plan?**

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. For further questions contact Esther Rockey, Payroll Administrator ([esther.rockey@blackgold.ca](mailto:esther.rockey@blackgold.ca) or 780.955.6055).

**13. If I need to make changes to my benefit coverage who do I contact?**

If you need to make a change to your benefit coverage as a result of a life event such as getting married, or having a baby, please go online to [www.asebp.ab.ca](http://www.asebp.ab.ca) under the **Forms** section, **Administrative Forms** and then select the **Change Application Form**. Send the completed form to [esther.rockey@blackgold.ca](mailto:esther.rockey@blackgold.ca), fax to 780.955.6050 or send via the Division Courier. Changes must be made **within 31 days of the event** to avoid restrictions from late applicant status.

If you need to make a change to your beneficiary information for ASEBP, please print off the appropriate forms (as per above) and send them to the attention of Esther Rockey via the school courier or mail. ASEBP requires signed originals of these forms kept on file. If you have further questions please contact Esther Rockey ([esther.rockey@blackgold.ca](mailto:esther.rockey@blackgold.ca) or 780.955.6055).

**14. What is the Voluntary Accident Insurance Plan (VADD)?**

The Voluntary Accident Insurance Plan (VADD) allows an employee to purchase additional accidental death and dismemberment insurance over and above the accidental death and dismemberment insurance through ASEBP. The plan allows you to either enroll in either an employee only or family plan. If you would like more information or to enroll, please contact Esther Rockey ([esther.rockey@blackgold.ca](mailto:esther.rockey@blackgold.ca) or 780.955.6055).

**15. Am I able to pay into a Registered Retirement Savings Plan (RRSP)?**

This is an optional program. Black Gold School Division allows employees to make RRSP contributions through payroll deductions, however, the employer does not match any employee made contributions. If you are interested in making RRSP contributions, please contact Esther Rockey ([esther.rockey@blackgold.ca](mailto:esther.rockey@blackgold.ca) or 780.955.6055).

## **Human Resources**

**16. Who would I talk to about salary and placement?**

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).

**17. Where can I find a copy of the collective agreement?**

The collective agreement can be found at [www.blackgold.ca](http://www.blackgold.ca). Select **Careers** and choose **Collective Agreements** from the drop down menu.

**18. If I have changed my name, what steps do I take to update my personnel file?**

If you have changed your name or are changing your name, apply to Service Canada to have your SIN card/letter amended. Once your SIN card/letter is amended, complete the **Name Change Form**, which can be found under **My Info>Documents & eForms>eForms>My eForms List** in PowerSchool atrieveERP.

**19. If I have changed my address, what steps do I take to notify Black Gold?**

Complete the **Address Change Form** found under **My Info>Documents & eForms>eForms>My eForms List** in PowerSchool atrieveERP.

**20. Does Black Gold have an Employee and Family Assistance Plan (EAP)?**

Yes, Homewood Health is Black Gold's EAP provider. Homewood Health provides counselling, coaching, and support on a number of different issues. This is a confidential service. Homewood Health's website is [www.homewoodhealth.com](http://www.homewoodhealth.com). Homewood Health can be reached by phone 24 hours a day, 7 days a week at 1.800.663.1142. Homewood Health also provides a number of online resources at [homeweb.ca](http://homeweb.ca). Please create an account to access the resources on this web site.

**21. What are my absence entitlements?**

Please refer to your collective agreement for absence entitlements. You can find the collective agreement on the Black Gold website under **Careers>Collective Agreements**. If you have specific questions, please

contact Michelle Unchulenko ([michelle.unchulenko@blackgold.ca](mailto:michelle.unchulenko@blackgold.ca)  
780.955.6033).

**22. How do I log an absence?**

Please enter all absences on your timesheet.