

# questions & answers

## Frequently Asked Questions for Non-Certificated Staff

### Payroll

#### 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 Education Assistants. Esther Rockey, Payroll Administrator ([esther.rockey@blackgold.ca](mailto:esther.rockey@blackgold.ca) or 780.955.6055) is the payroll contact for Secretaries, Library Clerks/Technicians, Beauty Culture Technicians, Accounting Technicians, Education Transliterators, and Licensed Practical Nurses.

#### 2. When do I get paid?

Regular pay days for all staff, except for Education Assistants, 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). 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.

#### 3. 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**.

#### 4. 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**.

#### 5. 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 your dedicated payroll contact; Crystal Braaten at [crystal.braaten@blackgold.ca](mailto:crystal.braaten@blackgold.ca) for Education Assistants or Esther Rockey at [esther.rockey@blackgold.ca](mailto:esther.rockey@blackgold.ca) for Secretaries, Library

Clerks/Technicians, Beauty Culture Technicians, Accounting Technicians, Education Transliterators, and Licensed Practical Nurses. The forms can also be sent to Division Office via the Division Courier.

**6. 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.

**7. 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 direct your questions to Michelle Unchulenko ([michelle.unchulenko@blackgold.ca](mailto:michelle.unchulenko@blackgold.ca) or 780.955.6033).

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

You will be eligible for benefits and the Local Authorities Pension Plan (LAPP) the first of the month following successful completion of your probationary period. Esther Rockey will contact you to complete the necessary paperwork once notification has been received that you have successfully completed your probationary period.

**9. Where do I find information regarding my benefits?**

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 ([esther.rockey@blackgold.ca](mailto:esther.rockey@blackgold.ca) or 780.955.6055).

**10. 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 delays in processing your benefits or restrictions from late applicant status with new dependents.

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).

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

You will receive HSA 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 HSA each month. 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 in that time period are eligible to be submitted for your HSA. 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 780.431.4786 or toll free at 1.877.431.4786. For further questions contact Esther Rocky ([esther.rockey@blackgold.ca](mailto:esther.rockey@blackgold.ca) or 780.955.6055).

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

The Voluntary Accident Insurance Plan (VADD) allows you to purchase additional death and dismemberment insurance over and above the accidental death and dismemberment insurance through ASEBP. The plan allows either you to enroll in 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).

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

Contributions to LAPP are optional as a 10-month employee. Employees must work a minimum of 14 hours per week to be eligible to contribute to LAPP. 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, please contact your dedicated payroll contact.

**14. 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**

**15. Who would I talk to about salary and 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).

**16. 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.

**17. 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.

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

If your address has changed, log into PowerSchool atrieveERP. Complete the **Address Change Form** found under **My Info>Documents & eForms>eForms>My eForms List**.

**19. 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.

**20. How do I verify that my work schedule is accurate?**

Go online to go online to [www.blackgold.ca](http://www.blackgold.ca) and select **atrieveERP**. Once logged in click on **My Info>Documents & eForms>Employee Info>My Info**. It is here that you can see your schedule.

**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?**

For Support Staff please log all absences through the Automated Dispatch System (ADS). Log into PowerSchool **atrieveERP**. Click on **My Info>Time & Attendance** and choose **Enter Absence**.