

# questions & answers

## Frequently Asked Questions for Certificated Staff

### Payroll

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

Jaime Benoit, Payroll Administrator is the payroll contact for certificated staff ([jaime.benoit@blackgold.ca](mailto:jaime.benoit@blackgold.ca) or 780.955.6052).

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

Regular paydays are once a month the last banking day of the month except for the month of December, when teachers are paid on the last banking day prior to Christmas Day.

#### 3. When are August teacher work days paid?

The teacher workdays in August are included with September payroll, there is no extra pay for these days. Throughout the school year the number of teacher workdays varies month to month, however, your monthly payroll earnings will remain the same unless there are changes to your assignment.

#### 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. What is a payout?

Payout calculations are necessary for teachers who have commenced employment or returned from a leave after the first teacher workday. You will also receive a payout if your FTE has changed during the school year or if you had an acting assignment as an administrator. If this is applicable to you, details of the payout will be emailed in late June.

**7. When am I paid in the summer?**

Teachers who have a continuous contract or have had a probationary, temporary, or interim contract for 100 teaching days or more during the school year will be paid on the last banking day of July and August. Teachers whose contracts end on the last day of the school year or, who had a probationary, temporary, or interim contract for less than 100 teaching days during the school year will be paid in mid-July.

**8. 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.

**9. How do I update my tax forms?**

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 Jaime Benoit either by email at [jaime.benoit@blackgold.ca](mailto:jaime.benoit@blackgold.ca) or via the Division Courier.

**10. How do I update my banking information?**

Log into PowerSchool atrieveERP. Please complete the form titled **Direct Deposit Information Form** which can be found under **My Info>Documents & eForms>eForms>My eForms List**. Please direct any questions to Jaime Benoit ([jaime.benoit@blackgold.ca](mailto:jaime.benoit@blackgold.ca) or 780.955.6052).

**11. I need a letter verifying my teaching experience, 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).

**12. 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 Michelle Unchulenko ([michelle.unchulenko@blackgold.ca](mailto:michelle.unchulenko@blackgold.ca) or 780.955.6033) with any questions you may have.

### **13. Where do I find information regarding my benefits?**

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).

### **14. 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 Division 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).

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

You will receive HSA/WSA credits if you have a contract that is a minimum of 100 teaching days. A full-time employee is eligible for is \$60.42 per month to a maximum of \$725 per school year. The amount you are eligible for is pro-rated based on your FTE. Credits are deposited into your HSA/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 HSA/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. The WSA is a taxable benefit.

You will find more information regarding your HSA/WSA on the ASEBP website at <https://www.asebp.ca/>. For detailed HSA/WSA questions contact ASEBP directly at 780.431.4786 or toll free at 1.877.431.4786.

**16. Will I have benefits over the summer?**

If you were on contract for 100 teaching days or more and you are returning for the upcoming school year, your benefits will continue through the summer. However, if you were hired in the second half of the school year and your contract was less than 100 teaching days in length, your benefits terminate on the last day of your current contract. You will become eligible for benefits on the first day of your new contract.

**17. 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 available through ASEBP. This plan allows you to either 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).

**18. Where do I find information regarding my pension?**

Alberta Teachers' Retirement Fund (ATRF) is a mandatory deduction for teaching staff, further information regarding your pension can be found at [www.atrf.com](http://www.atrf.com) or toll free at 1.800.661.9582.

**19. Am I able to purchase RRSPs?**

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 in RRSP contributions, please contact Esther Rockey ([esther.rockey@blackgold.ca](mailto:esther.rockey@blackgold.ca) or 780.955.6055).

**Human Resources**

**20. To whom would I speak 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).

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

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

**22. 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.

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

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

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

Yes, Inkblot is Black Gold's EAP provider. This is a confidential service. Inkblot provides counselling and coaching, and support on a number of different issues such as financial, legal, life transitions, health coaching, and career coaching. Inkblot's website is [inkblottherapy.com/asepb](http://inkblottherapy.com/asepb). Inkblot can be reached by email at [support@inkblottherapy.com](mailto:support@inkblottherapy.com), by live chat every day from 8:00 am to 11:00 pm ET. For crisis support call toll-free 1-855-933-0103. An Inkblot app is also available on the App Store and Google Play. Please create an account to access the resources on this web site.

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

Log into PowerSchool atrieveERP. Once logged in click on **My Info>Documents & eForms>Employee Info>My Info**. It is here you can see your schedule.

**26. 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, Human Resources Coordinator ([michelle.unchulenko@blackgold.ca](mailto:michelle.unchulenko@blackgold.ca) or 780.955.6033).

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

All absences are logged through the Automated Dispatch System (ADS). Log in PowerSchool atrieveERP and select **My Info>Time & Attendance** and choose **Enter Absence**.

**28. To whom do I speak to about the Automated Dispatch System (ADS)?**

Please contact Meghan Cupples, Substitute Services Assistant ([meghan.cupples@blackgold.ca](mailto:meghan.cupples@blackgold.ca) or 780.955.4529).

**29. Do I need to log an absence even if I do not require a substitute?**

Yes, all absences need to be logged.

**30. Do I need to log an absence if I am away on a Professional Development Day?**

Yes, certificated staff are expected to work Professional development Days, so in the event that you are not able to attend for any reason, you must book an absence in the ADS.

**31. How much notice do I need to give my substitute to cancel?**

If a substitute has accepted employment, and where the anticipated employment is for more than one (1) day, the employment may be cancelled with twelve (12) hours' notice. Without such notice, and failing to place the substitute teacher in an alternate assignment and upon request of the substitute, the substitute will receive 50% of the full day substitute rate.

**32. My interim certificate is about to expire, what do I do?**

Your interim certificate is valid for three years. Before your interim certificate expires, Human Resources will process your certificate renewal. You will be responsible for paying the renewal fee. To do so, please enroll for Teacher Self-Service through Alberta Education. Information to assist you in registering for self-service can be found at [www.education.alberta.ca/twins](http://www.education.alberta.ca/twins). The renewal process can take up to one month so please be prepared in advance.

**33. When will I become eligible for permanent certification?**

Once you have completed two full years of successful teaching or 400 teaching days, had two formal evaluations based on the Teacher Quality Standard, and received a recommendation from your Principal, you may apply for permanent certification. Human Resources will process all applications for permanent certification in May and June. This link will provide you with more information on the permanent certification process: <https://www.alberta.ca/teacher-certification.aspx>.