

questions & answers

Frequently Asked Questions for Substitute Teachers and Casual Staff

Payroll

1. Who is my payroll contact?

Jaime Benoit, Payroll Administrator (jaime.benoit@blackgold.ca or 780.955.6052) is the payroll contact for Substitute Teachers. Esther Rockey, Payroll Administrator (esther.rockey@blackgold.ca or 780.955.6055) is the payroll contact for Casual Staff (substitutes for EAs, Secretaries, Library Clerks/Technicians, Beauty Culture Technicians, Education Transliterators, and Licensed Practical Nurses, Relief Custodians, Facility Supervisors, substitutes for Division Office staff, and non-certificated staff on substitute or temporary assignments).

2. When do I get paid?

Regular paydays for all Substitute Teachers and Casual Staff is the 10th of the following month. For example, any time worked in October is paid November 10th.

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. 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**.

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. Please be aware that if you have multiple positions within Black Gold or more than one employer, you will need to complete TD1 forms for each position (i.e. Teacher and Substitute

Teacher) and each employer. TD1 forms can be found in PowerSchool atrieveERP. Select **TD1 Forms** found under **My Info>Documents & eForms>eForms>My eForms List**. Please attach the completed forms to the TD1 Eform for submission to payroll. Alternately, you can email the completed forms to payroll@blackgold.ca.

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 or 780.955.6033).

8. Am I eligible for benefits?

You may be eligible for benefits through ASEBP directly. You will find more information regarding benefits on the ASEBP website at <https://www.asebp.ca/my-benefits/supplemental-package>. For detailed ASEBP Health Benefit questions contact ASEBP directly at 780.431.4786 or toll free at 1.877.431.4786.

Human Resources

1. To whom would I speak to about salary and placement?

Please refer to your collective agreement. For further questions, contact Michelle Unchulenko, Human Resources Coordinator (michelle.unchulenko@blackgold.ca or 780.955.6033).

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

The collective agreement can be found at www.blackgold.ca. Select **Careers** and choose **Collective Agreements** from the drop down menu.

3. 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** in PowerSchool atrieveERP.

4. 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**.

5. How do I review my workboard/dispatches?

Log into PowerSchool atrieveERP. Click on **My Info>Time & Attendance** and choose view/change.

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

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