



Payroll, Pension and Benefit Information

Division Office, Professional Support & Maintenance Staff

Payroll Information

Payroll Contact

Esther Rockey, Payroll Administrator (esther.rockey@blackgold.ca or 780-955-6055) is the payroll contact for Division Office, Professional Support & Maintenance staff.

Pay Days

Regular paydays are the last banking day of the month except December, when staff are paid on the last banking day prior to December 25th. Professional support staff that work only on teacher workdays are paid over twelve months and the August teacher workdays are included with the September payroll.

Accessing your Employee Handbook

You can find your employee handbook on the Knowledge Centre. You can access the Knowledge Centre on the Black Gold Website, type 'staff link' into the search bar. Your login is firstname.lastname@blackgold.ca and your usual password. Click on Knowledge Centre, your handbook is under the Human Resources heading.

Salary and Grid Placement

Please refer to your Employee Handbook. For further questions, contact Michelle Unchulenko, Human Resources Coordinator (michelle.unchulenko@blackgold.ca or 780-955-6033).

Recording hours and absences

Your hours and absences are 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 handbook. Your leave entitlement balances (vacation, personal, funeral, banked, and flex time 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 or 780-955-6033).

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**.



Payroll, Pension and Benefit Information

Division Office, Professional Support & Maintenance Staff

T4 statements will be available online by February 28th each year. Former employees will receive their T4's via the mail. Please notify HR at 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.

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. Please direct your questions to Michelle Unchulenko (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 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 hours per week are not eligible for LAPP.

You will find more information regarding LAPP on the LAPP website at 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 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 or 780-955-6055).



Payroll, Pension and Benefit Information

Division Office, Professional Support & Maintenance Staff

Benefit Information

Eligibility for Health Benefits

You will become eligible for benefits 30 days after the start of your contract (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/Wellness 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 or 780-955-6055) will contact you via email to complete the necessary paperwork.

Health/Wellness Spending Account (HSA/WSA)

Once eligible for benefits a full-time employee receives \$41.67 per month to a maximum of \$500 per school year (Maintenance staff receive \$50.00 per month to a maximum of \$600 per school year). The amount is pro-rated based on your FTE. Credits can be viewed in your 'MyASEBP' account by the 15th of the month after you have earned them.

The HSA/WSA year runs the same as the school year – September 1st to August 31st 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/WSA credits. Please note that WSA is a taxable benefit and ASEBP will provide you with a T4A.

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.

For further questions contact Esther Rockey (esther.rockey@blackgold.ca or 780-955-6055).



Payroll, Pension and Benefit Information

Division Office, Professional Support & Maintenance Staff

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 15th, your coverage will be effective Nov 1st).

You can access the **Change Application Form** online at www.asebp.ab.ca under **Forms>Change Forms**. Send the completed form to 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 under **Forms>Admin**. Once completed and **signed in ink** send the form to Esther Rockey at 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 or 780-955-6055).