



Payroll and Benefits Information

Substitute Teaching and Casual Staff

Payroll Information

Payroll Contact

Jaime Benoit, Payroll Administrator (jaime.benoit@blackgold.ca or 780-955-6052)

Substitute Teachers

Esther Rockey, Payroll Administrator (esther.rockey@blackgold.ca or 780-955-6055)

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)

Pay Days

Regular payday is the 10th of the following month. For example, any time worked in October is paid November 10th.

Accessing your Collective Agreement

You can find your Collective Agreement on the Black Gold School Division website at www.blackgold.ca. Select **Careers> Collective Agreements**.

Salary and Grid Placement

Please refer to your Collective Agreement. For further questions, 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**.

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.



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Verification of employment letter or teaching experience letter

You can request a verification of employment or teaching experience letter by logging into PowerSchool atriveERP and completing the **Employment Verification Request or Experience Letter**, 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).

Benefit Information

Eligibility for Health 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.

Employee and Family Assistance Program (EFAP)

If you are enrolled in benefits through the supplemental benefit package you also have access to Inkblot which is ASEBP's 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.