

Payroll

Our new payroll system, Payworks, is up and running. As with any new system there are adjustments that must be made. We are still working on finalizing reports. The help from Payworks has been excellent. Here is some information and requests for payroll:

- **Log In Information:**

There are a number of employees who have received their Payworks log in email but can only see the first paragraph. They cannot see the log in information. It seems to be the browser that is causing this issue. One employee who could not read it in her default browser was able to read it using Mozilla Firefox. Employees can try that. Another option is to forward the email to someone who has been able to read the full email and then have it printed.

The log in information provided in the email is the customer number B04398 (same for all employees); the employee number (assigned by our Payroll Dept. as the start of employment) and the log in password. This password must be changed the first time the employee logs in.

Please follow up and make sure that all employees have access to their pay advices through the log in feature.

- **2015 T-4s**

T-4's will be produced electronically and made available through the Payworks login. An email will be sent when they are available.

- **TD1 – Federal and BC**

Please advise your staff that the government has made some changes to allowable exemptions on the TD1 forms. If an employee is claiming more than the basic personal amount he/she should complete and submit updated forms. If anyone is in doubt about what they are claiming, would like to change what they are claiming or would like to have extra taxes taken off have them complete new forms. It is the employee's responsibility to update the TD1's as required. Payroll will continue to use the most recent TD1's we have received from the employee. Attached are a TD1 (federal) form and a TD1BC (provincial) form in a fillable format. Please scan and send to Catherine or I. We will not follow up to make sure employees have updated their TD1s.

- **WCB**

Your 2015 annual report of all payments made directly to individuals or to contractors who are NOT registered with WorkSafeBC are due. This includes replacement ministry personnel not paid through Payroll Services. Please send to Payroll Services by January 12 a list of names and the amounts paid to each.

- **T4-As**

We must issue T4-A's to an individual if the total of all payments made directly to the individual (not through payroll) in the calendar year was more than \$500. This includes anyone who considers themselves self-employed and has the payment made to them in their personal name. Payments include but are not limited to replacement ministry not paid through payroll,

lump-sum payments, retiring allowances, fees or other amounts for service. For the diocese, the most common payments would be honorariums for presenters and payments for services such as cleaning, snow removal, gardening, organist and other miscellaneous activities. Please provide Payroll Services with the name, address, social insurance number and amount so that a T4-A can be produced. This information must be provided by January 25 as T4-As must be sent out by February 28.

If you have any questions please call Lynn Monteith at 250 964-5646 or e-mail at lynn-monteith@pgdiocese.bc.ca.