

Foundations of Payroll (Webinar / Virtual)

Workshop Objectives:

To understand government employment standards regarding Vacation Pay—to distinguish between vacationable and non-vacationable earnings and insurable and non-insurable Vacation Pay. To identify required information for filling out a ROE and to review legislative requirements for ROE completion. To gain an understanding of the basic federal payroll legislative requirements to ensure correct payroll results.

What will be covered:

- Vacation Entitlements and Payouts, Records of Employment (ROEs), Federal Legislation for Statutory and Other Deductions

Facilitation:

- This facilitator-led virtual classroom consists of a 2-hour interactive on-line learning session; you will learn via the web while at your PC in the convenience of your own office.

Note: All times listed are in Eastern Time (EST/EDT). If you are not in this time zone, please adjust your schedule accordingly. Webinars are offered in English only.

Attend if you:

- Are new to the payroll department
- Are working with a Payroll system but have not received formal training
- Are the backup person for your Payroll department
- Have the payroll department report to you

How you will benefit:

- Process Vacation Pay correctly and in compliance with Government Employment Standards
- Access and apply useful Government Legislation from our website
- Understand and complete all fields on the ROE form
- Understand the benefit of an accurate payroll with regards to federal legislation
- Avoid fines and penalties for non-compliance

Once you have attended you can:

- Calculate accurate vacation payments using various calculation methods
- Accurately complete a Record of Employment
- Identify the different government departments regulating Canadian payrolls
- Understand how to handle the different types of deductions
- Compare different pay frequency calculations
- Use the correct tax tables to determine the applicable income tax deduction
- Manually calculate pay period CPP contributions and EI premiums

Duration: 2 hours

Prerequisite:

- Proficient in the Windows environment
- High comfort level with the internet