

Foundations of Payroll (Classroom)

Workshop Objectives:

To apply basic payroll legislative requirements to ensure correct payroll results

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:

- Understand the benefits of a legislatively accurate payroll
- Avoid fines and penalties for non-compliance

Once you have attended you can:

- Identify the different government departments regulating Canadian payrolls
- Compare different pay frequency calculations
- Apply minimum Employment Standards requirements
- Use the correct tax tables to determine the applicable income tax deduction
- Manually calculate pay period CPP contributions and EI premiums
- Complete a Record of Employment (ROE) form for a bi-weekly pay frequency

Duration: 1 Day

Prerequisite:

- None