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# Legislative Updates

## What's New at Payworks?

### CPP Contributions

Starting January 1, 2012, employers may have to deduct CPP contributions from the pensionable earnings they pay an employee who is at least 60 years of age but under 70, even if the employee is receiving a CPP or QPP retirement pension.

Under the new rules, an employee who works and receives a CPP or QPP retirement pension will now have to contribute to the CPP if he or she is:

- 60 to 65 years of age;
- at least 65 years of age but under

70, unless the employee has filed an election with you or another employer to stop paying CPP contributions (the election will take effect on the first day of the month following the month the employee provides you with a completed and signed election form);

- at least 65 years of age but under 70, if the employee revoked his or her election to stop paying CPP contributions in 2013 or later.

For more information, please visit the Canada Revenue Agency (CRA) website: <http://www.cra-arc.gc.ca/tx/bnsns/tpcs/pyrll/clcltng/cpp-rpc/cppchng-wh-eng.html>

### Minimum Wage Increase Postponed in New Brunswick

The New Brunswick government has recently announced its intention to postpone the minimum wage increase from \$9.50 to \$10.00 from September 1st 2011 to April 1, 2012.

As a result the current minimum wage of \$9.50 will remain in effect until the revised date of April 1, 2012

Employers may access a copy of the News Release at the New Brunswick Government website: [http://www2.gnb.ca/content/gnb/en/news/news\\_release.2011.07.0802.html](http://www2.gnb.ca/content/gnb/en/news/news_release.2011.07.0802.html)

# Get to Know Them

## Get to know your Client Service Representative

Christine Sokaluk has worked for the Payworks National Service Centre for 13 months, assisting approximately 210 clients as a Corporate Customer Service Representative.

Christine joined Payworks in a roundabout way. While she holds certificates in health care and criminology, as well as a degree in social work, she took a part-time job with a payroll provider eight years ago. That eventually turned into a project manager/consultant position with transnational clients. The position involved a lot of traveling, and unfortunately, Christine's father became ill, and she wanted to be home to spend as much time as possible with him. Jeff Olafson at Payworks knew this and arranged for Christine to meet with the Payworks team. The rest is history!

"The best thing about working for Payworks is the people, hands down. Payworks has an

amazing group of people where you can be free to be yourself," says Christine. She also says, "I love having my own clients. It's nice to build relationships with them, and to be able to build rapport and give a personal touch."

Outside of work, Christine loves dancing, mini golf, bowling, movies, and seeing friends and family. She is married to a wonderful man named George who accepts her for all of her quirks. Christine is on a bit of a health kick, as she plays volleyball and clogs (but without the wooden shoes). One of her goals within the next year is to bike to Gimli, Manitoba (approximately 90 km). She also wants to take up martial arts and pursue her Masters in Nutrition Therapy. Ambitious!

Christine has an eclectic past – she used to do singing telegrams and was the Subway Official Mascot at Winnipeg baseball games.



Payworks  
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# Product Updates

## Payworks Employee Time Management

Several enhancements have been made to the Payworks Employee Time Management (ETM) solution, including modifications to the Time Off Setup screen, the Timesheet, the Global Report Writer, and the Company Rules page.

The ETM Setup > Time Off Setup screen was modified to include default start/end times. This modification will allow users to set up default start/end times that will be used for employee Time Off Requests (TORs).

The Timesheet function has also been modified. Payworks will now process all Overtime (Daily and Weekly) and Shift Premium records according to the start date of the original shift worked. Formerly, if a shift incurring overtime began on Saturday and ended on Sunday, the overtime would show up as approved for Sunday. If the pay period ended on Saturday, the overtime was not paid until the next payroll. With this update, administrative approval of the overtime record locks the record, thus preventing spanning into the next pay period.

In addition to the above ETM enhancements, five new reporting fields have been added to the Data Group "ETM - Employee Timesheets." These

fields include:

- Payroll PPE identifies the Pay Period End Date of approved timesheet records.
- Payroll PPN identifies the Pay Period Number of approved timesheet records.
- Payroll Payment Date identifies the Cheque Date when approved timesheet records were paid.
- User Changed By identifies the user that last updated the timesheet record.
- Date Saved identifies the "time stamp" of when the record was last updated.

The Punch In/Out Defaults section of the Company Rules page has been enhanced to make it more intuitive and to increase punch-rounding control.

This enhancement affects all ETM clients, with the exception of those using the Employee Self Service "myTimesheet" time input method. All existing rounding rules were translated to these new options upon release.

- New Time Intervals: We have introduced 1, 6, 10, 15, 30, and 60 minute intervals for punch

rounding. This should address most rounding requests.

- New Rounding Options: In addition to the existing "Round to Schedule Option," which rounds any punches within a threshold to the scheduled time, we have added the following controls to round to a time interval:
  - Down to Previous/Up to Next - This option will round the punch down to the beginning or end of the current specified time interval. A punch made at 3:18 with a 15 minute interval would round down to 3:15 or up to 3:30 depending on which option was selected.
  - To Nearest - This will round up or down mathematically based on the interval.
  - Before and After Thresholds - This option enables the payroll administrator to apply rounding to punches that fall outside of late and early thresholds.
- Retired Rounding Options: We have removed the "Leave As Is" function. This is now achieved by rounding to the nearest "1" minute. Users were automatically migrated to this option.

## What's Up?

Come and stop by our booth at these upcoming conferences and tradeshow:

### September 10-11

The Toronto Franchise & Business Opportunities Show  
Tradeshow: September 10, 11:00 PM - 5:00 PM and September 11, 11:00 AM - 5:00 PM  
Booth Number: 361  
International Centre, Hall 6  
6900 Airport Rd., Mississauga, ON  
[www.TorontoFranchiseShow.com](http://www.TorontoFranchiseShow.com)

### September 21-25

CGA-BC's Conference 2011  
Tradeshow: September 22, 10:00 AM - 6:00 PM  
Booth Number: 19  
Victoria Conference Centre, Carson Hall  
720 Douglas St., Victoria, BC  
[www.cga-bc.org](http://www.cga-bc.org)

### October 2-3

Alberta Foodservice Expo 2011  
Tradeshow: October 2, 11:30 AM - 5:30 PM and October 3, 11:30 AM - 5:30 PM  
Booth Number: 214  
BMO Centre, Hall D, Calgary Stampede  
20 Roundup Way SE, Calgary, AB  
[www.albertafoodserviceexpo.ca](http://www.albertafoodserviceexpo.ca)

### November 7-8

BC Hospitality Industry Conference & Exposition  
Tradeshow: November 7, 12:00 PM - 6:00 PM and November 8, 12:00 PM - 6:00 PM  
Booth Number: 815  
Vancouver Convention Centre, East Exhibit Halls B & C  
1055 Canada Place, Vancouver, BC  
[www.bchospitalityexpo.com](http://www.bchospitalityexpo.com)

### January 29-30, 2012

BC Foodservice Expo  
Tradeshow: January 29, 11:00 AM - 5:00 PM and January 30, 10:00 AM - 5:00 PM  
Vancouver Convention Centre, West  
1055 Canada Place, Vancouver, BC  
[www.bcfoodexpo.ca](http://www.bcfoodexpo.ca)

# National Payroll Week

## September 12 - 16, 2011

The week of September 12 - 16, 2011 is National Payroll Week (NPW), a week created by the Canadian Payroll Association and celebrated by payroll professionals across the country.

National Payroll Week celebrates the payroll profession and helps to promote the importance of payroll and the invaluable effort of calculating each pay accurately and on time. Thank you for all of the hard work you do!

Payroll Statistics:

Canada's 1.5 million employers count on payroll professionals to annually pay:

- \$810 billion in wages and taxable benefits
- \$250 billion in statutory remittances
- \$90 billion in health and retirement benefits
- And to comply with more than 191 federal & provincial legislative acts.



This is how we work.

Payworks