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Payworks Highlights

Manitoba Minimum Wage Increase

The 2012 Manitoba Budget announced an increase to minimum wage. The \$10.00 per hour rate effective since October 1, 2011 will become \$10.25 per hour on October 1, 2012.

For more information on the minimum wage in Manitoba and the new rate effective October 1, 2012, please visit the Government of Manitoba Employment Standards website at www.gov.mb.ca/labour/standards/.

Payworks User Administration Screen Enhancements

Payworks is releasing enhancements made to the User Administration section.

These developments will allow clients to define a user's role more accurately and with more detail, which will in turn help reduce administrative time while using the Payworks system.

The enhancements will also provide clients with a more detailed view of their database users.

These improvements include the

following:

- Added ability to link a user to an employee. Should the employee's status change to 'Terminated,' the user system access will be automatically denied.
- Expanded user access options, including a new Profile and Communication section.
- New 'E-mail Login Details' button.
- Added ability to view a user's Pay Group/Department and

Communications access details from the main User Admin page.

- Updated 'User Accounts' table.
- We estimate that these enhancements will be available to clients in the beginning of September. To make use of the improved functionality, client administrators will have to update existing users accordingly, in particular, completing the Communication and Profile sections.

If you have any questions regarding these enhancements, please contact your Customer Service Representative at 1-866-788-3500.

Get to Know Them

Get to know your Client Service Representative

Randi Sorenson is a Small Business Customer Service Representative working out of the Payworks National Service Centre in Winnipeg, Manitoba. Randi assists approximately 250 clients, including those who use Employee Time Management (ETM). Randi has worked for Payworks for a little over two years.

Randi says that the best things about her job are "the people I get to work with, building rapport with clients, and the occasional benefits, like getting to attend a Bomber game or Jets game!" Randi's ideal work day is a problem-free day where no one gets frustrated.

Before Randi came to Payworks, she worked as a movie theatre manager and went to school to get her HR and

Workplace Health and Safety certificates.

In her free time, Randi enjoys camping and doing pretty much anything she can do outdoors in the summertime! Then in the winter, she likes spending her time indoors where it is warm, although she intends on learning to skate this winter.

Randi has a cat named Tara and enjoys spending time with her nephew, barbecuing, spending time in the country (which she calls the Woodlands/Warren, Manitoba area), and watching shows like Big Brother and anything on the CW network.

A fun fact about Randi: she was born in Vancouver, but no member of her family (including herself) has ever lived there.



Randi Sorenson
Small Business Customer Service Representative

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CPA Conference 2012

Capitalizing on Payroll Professionalism

On July 2-5, payroll specialists from across the country gathered at the largest payroll trade show in Canada. The Canadian Payroll Association's (CPA) 30th Annual Conference and Tradeshow: Capitalizing on Payroll Professionalism took place the first week of July at the Westin Ottawa Hotel & Ottawa Convention Centre in Ottawa, ON.

Payworks was a gold sponsor of this prestigious event. We sponsored the Canadiana Snack Food Break during the trade show on Tuesday, July 3. The snack break provided delegates with a taste of Canada's snack offerings, such as maple fudge, and maple and apple tarts.

Payworks held a grand prize draw for a \$500 gift card to Golf Town, and Rekha Jain of Mississauga, ON was our lucky winner! Congratulations Rekha, and to all of our draw winners throughout the day who took home Lug travel wallets. Payworks also handed out maple-flavoured milk chocolate bars (called A Taste of Canada) from Rogers Chocolates to all of our booth attendees throughout the day.

See you next year at the CPA conference in Vancouver, BC, June 18-21, 2013! ○



What's Up?

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

September 18
The Manitoba Hotel Association '12 Tradeshow
Tradeshow: September 18, 10:00 AM - 4:00 PM
Victoria Inn Hotel & Convention Centre
1808 Wellington Ave., Winnipeg, MB
www.manitobahotelassociation.ca

September 18-23
CGA-BC Conference 2012
Tradeshow: September 20, 10:00 AM - 6:00 PM
Booth Number: 20
Delta Grand Okanagan Resort and Conference Centre
1310 Water Street, Kelowna, BC
www.cga-bc.org



New Service Offering

WHSCC/CSST/WSIB and WCB Service Offering

Payworks has introduced a new service, offering WHSCC/CSST/WSIB and WCB remittance services to all clients. Payworks was previously able to remit CSST payments and WCB payments for our clients in Quebec and Nova Scotia, respectively.

Effective immediately, Payworks is now able to offer WSIB and WCB remittance services to clients with employees in the following provinces: British Columbia, Alberta, Saskatchewan, Manitoba, Ontario,

New Brunswick, Newfoundland and Labrador.

Clients who wish to activate this service must contact their Customer Service Representative for assistance at 1-866-788-3500 or by email.

Clients will be asked to complete a new Remittance form, which is now available for download through a hyperlink on the Payroll Setup > Provincial Tax & WCB screen in the Payworks Payroll module.

CSST/WSIB/WCB reports can be supplied on a pay period basis for an additional charge of \$5.00 per pay, if so required.

For more information regarding the new WHSCC/CSST/WSIB and WCB remittance service offering, please contact your Customer Service Representative at 1-866-788-3500.

A complete product bulletin outlining this new service can be viewed from the Company Bulletins section of the Payworks portal screen.

The week of September 10-14, 2012 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!