

## Inside this issue

# What's New?

New at Payworks

## Get to Know Them

Get to know your Client Service Representative

## Coming Soon

Payworks.ca Updates

## Small Biz Bits

Business Tips from CFIB

Payworks  
Autumn 2013  
Newsletter

the  
works

# What's New?

## New at Payworks

### New Feature: Payment Management

In September, Payworks will introduce an exciting and unique new Payroll module feature, "Payment Management," that will allow you to manage employee payments for your company without having to contact Payworks Customer Service.

This feature will provide you with more real-time information than you can currently access, and because it is web-based, it will also be available 24/7 and in both French and English.

This new feature will allow you to use

the payroll application to:

- Place stop payment requests on Payworks-generated employee payments
- Redirect stopped payments
- Request deposit traces or cheque copies
- Respond to and redirect direct deposit rejects
- Manage outstanding cheques.

The new Payment Management screens will be accessible using the new "Payment Management" menu item that will be found under the

Payroll menu tab. The new sub-menus are called "Stop/Recall/Trace" and "EFT Rejects & Outstanding Cheques." To facilitate this exciting feature, the EFT Stop Payment/Recall deadline will be 12 noon (CST), one day prior to pay date.

A product bulletin will be released in September announcing that this feature has been officially released. More details will be available in the product bulletin.

If you'd like more information, please contact your Customer Service Representative at 1.866.788.3500.

### Manitoba Minimum Wage Increase

The 2013 Manitoba Budget announced an increase to minimum wage. The \$10.25 per hour rate effective since October 1, 2012 will become \$10.45 per hour on October 1, 2013.

For more information on the minimum wage in Manitoba and the new rate effective October 1, 2013, please visit the Government of Manitoba Employment Standards website at [www.gov.mb.ca/labour/standards/](http://www.gov.mb.ca/labour/standards/). To see a list of all current minimum wage rates, visit [www.payworks.ca](http://www.payworks.ca).

# Get to Know Them

## Get to know your Client Service Representative

Sian Galloway-White is a Client Service Representative, Small Business Accounts, working out of the Payworks National Service Centre in Winnipeg, Manitoba. Sian assists 275 clients, and she will celebrate her third anniversary with Payworks in November.

Sian has a diploma in Business Administration, as well as her Payroll Compliance Practitioner (PCP) certification. She is currently working on the first course for the Certified Payroll Manager (CPM) designation.

Sian says that the best thing about working for Payworks is the group of

people she works with! She also has a great working relationship with her clients, and often discusses her love of hockey (particularly with the Edmonton Oilers) with them.

"One of my clients who I had only corresponded with via email, and always chatted about hockey with, clearly thought that I am male, based on my name," says Sian. "One day he called in to ask a question and exclaimed, 'Hey, you're not a dude!' We still chat about hockey."

Sian and her partner Darrell have a beautiful 8 year old son (soon to be 9

years old) named Grayson, and two Bugg (Boston Terrier/Pug mix) dogs, Meeka and Dexter. Grayson keeps Sian busy, as she loves to watch him play hockey and soccer.

Sian also loves to read; take the dogs to the dog park; play baseball, spongee and ringette; watch the Edmonton Oilers on TV; and spend time with her friends. She even fits in time to go to the gym!

Although Sian doesn't have any plans this fall or winter, she will be going on her annual trip to see the Oilers in Edmonton, Alberta, in March.



Sian Galloway-White  
Client Service Representative  
Small Business Accounts

Payworks  
Autumn 2013  
Newsletter

the  
Works

# Coming Soon

## Payworks.ca Web Updates

Payworks is in the process of updating our corporate website. You can expect big changes to payworks.ca in the beginning of October!

These changes include:

- A completely redesigned home page that incorporates the look of Payworks' current ad campaign and carries through the entire website;
- Updated company information;

- A more fully-developed product information section, including a breakdown of Payworks' offerings as they relate to different business sizes;
- A redesigned Quick Quote with improved functionality;
- An improved navigational system that should make it easier for you to find what you need when you need it.

The Testimonials section will also be updated, featuring all new testimonials. If you are impressed with Payworks' service and products, we'd like to collect a testimonial from you! Please contact us directly at [testimonials@payworks.ca](mailto:testimonials@payworks.ca) so that we can get further details from you.

We are excited to show off our redesigned website, but rest assured that these changes won't affect the Payworks product functionality. ○

## What's Up?

Come and stop by the Payworks booth at these upcoming conferences and tradeshow:

### September 18-22

CGA-BC Conference 2013  
Tradeshow: September 19, 10:00 AM - 6:00 PM  
The Whistler Conference Centre  
4010 Whistler Way, Whistler, BC  
[www.cga-bc.org](http://www.cga-bc.org)

### October 8

The Manitoba Hotel Association/  
Centrex 2013 Tradeshow  
Tradeshow: October 8  
Victoria Inn Winnipeg  
1808 Wellington Ave., Winnipeg, MB  
[www.centrex.ca](http://www.centrex.ca)

### November 6-9

CGA Manitoba Conference 2013  
Tradeshow: November 8, 8:00 AM - 6:00 PM  
Fort Garry Conference Centre  
222 Broadway, Winnipeg, MB  
[www.cga-manitoba.org](http://www.cga-manitoba.org)

# Partnerships

## Payworks Scores Big!

Payworks is now a Preferred Supplier to the BC Lions and an official corporate partner of the 2013 & 2014 Toronto Argonauts Football Club.

If you are attending a football game in Vancouver or Toronto this season, keep

your eyes open for Payworks as we cheer on both teams! You can hear Payworks ads on TEAM 1040 in BC, and you just might spot a Payworks logo on the digital signage during a game at the Rogers Centre.



# Small Biz Bits

## Business tips from CFIB

If your small business employs your family members, you've probably been paying Employment Insurance premiums for them, just like you would for any employee. This can add up to as much as \$1,800 per year, per employee, including both the employer and employee portions.

The bad news is, if you have to lay off your family members, they are unlikely to be eligible for EI benefits because of their relation to you.

So what's the good news?

If your family member can't collect benefits, both you as the employer and they as the employee should be able to:

- get back all of the EI premiums you've paid; and
- stop paying premiums if they continue to work for you.

To be sure if your family members are eligible for EI, and to possibly receive

a refund for premiums paid, you need to request a ruling from HRSDC. CFIB members can talk to one of our business counselors, who will be able to walk you through the process.

One of the key benefits of CFIB membership is access to our business counselors to help you through the myriad processes and other requirements involved in running a business. Visit [CFIB.ca](http://CFIB.ca) or call us today at 1-855-204-9755 to learn more about the benefits of joining CFIB.



NATIONAL PAYROLL WEEK

LA SEMAINE NATIONALE DE LA PAIE

SEPTEMBER 16-20 SEPTEMBRE

The week of September 16-20, 2013 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!

