

Teacher Orientation – Payroll & Benefits August 29, 2023

Pay Day	Last Friday of each month except December is last teaching Friday (December 22, 2023). First pay is Sept 29, 2023.
Direct Deposit	Please ensure we have received your current banking information.
No Advances	Against Board Policy
Salary	Salary is calculated per the Collective Agreement Grid. Salaries are paid over a 12-month period.
TQS	If you have more than 4 years of education, we require documentation to determine your correct grid placement. Your TQS must be submitted to the district within 60 operational days to be retroed back to the date which TQS received all documents required for your evaluation. The deadline is November 23, 2023.
Teaching Experience	If you have experience from another district, a letter of teaching experience must be submitted to our office within 40 operational days. The deadline is October 26, 2023.

If the TQS and Letters of Teaching Experience are not received within the specified days, they will become effective in the following month we receive them.

Earnings Statements & T4's can be viewed on AtrieveERP. Follow instruction booklet on www.gpcsdnewteacherorientation.com

Once your benefit forms are submitted, you will receive a welcome email from ASEBP with your ID # and you can register for online access.

ASEBP Benefits 100% paid by the District

- Life, Accidental Death & Dismemberment, Disability (employee coverage only)
- Extended Health, Dental and Vision (coverage for employee and eligible dependents)
- You will be able to look up your benefit coverage through the ASEBP website and app.
- If you have coordination of benefits (spouse has coverage), submit a coordination of benefits form to ASEBP (available on website).

Health and Wellness Spending Account

- As a teacher in our district, you are eligible for the Health and Wellness Spending Account after you have completed 5 months of service. For instance, if your start date is August 30, 2023, you will be eligible to receive the HSA/WSA on February 1, 2023. We submit your credits to ASEBP monthly, therefore you will receive \$302.10 on February 1, 2024 then every month after that you will receive \$60.42. Should you be offered employment for the next school year, we will continue to pay your monthly amount through the summer.
- For more information about the HSA/WSA, please go to www.asebp.ca/my-benefits/spending-accounts

ATRF Pension

- All information is available at www.atrf.com

RRSP (Optional)

- District does not match funds.
- Through Canada Life
- Booklets with forms available for anyone interested in participating

Advise payroll department in a timely manner if there are any changes in status – marriage, adding dependent, change of address, etc.

- AtrieveERP – My Info, Documents and eForms, eForms, My eForms List

Contact payroll@gpcsd.ca at any time.

Use the school courier system to send information back & forth.