

START-UP CHECK LIST

1. PLEASE REVIEW THE FOLLOWING CHECKLIST BEFORE SUBMITTING YOUR PAYROLL START UP DOCUMENTS

- CLIENT INFORMATION FORM** (COMPLETED WITH VOID CHEQUE)
- SERVICE AGREEMENT** (COMPLETED & SIGNED)
- ROE SAT ANNEX A FORM** (COMPLETED & SIGNED)
- EMPLOYEE FORM** (COMPLETED WITH VOID CHEQUE)
- YTD PAYROLL INFORMATION** (THROUGH MOST RECENT PAY PERIOD)
- VACATION PAY** (ACCRUED OR PAID OUT EACH PAY)

2. NEXT STEP

You will receive a Welcome Email from PayTrak's set up team approximately 5 days before your first payroll. Please review all information as soon as possible in order to meet your first pay run

3. SOME QUICK HINTS

WHEN SHOULD MY PAYROLL INPUT BE SUBMITTED?

To ensure that we have sufficient time to analyze, enter and process your employee's pays we require your payroll input 3 business days before pay day.

-For example, if pay day is Friday we should have your input by Tuesday 11 am.

Late submission of input could result in extra charges.

HOW CAN I SUBMIT MY PAYROLL CHANGES?

We prefer that payroll input is sent to us via email, or fax, using your Payroll Worksheet to enter hours and dollars to be paid and the Employee Add/Change Form to add/change employee specific information like address changes, salary changes, banking changes... (This form can be downloaded from our website at www.paytrak.ca).

WHEN WILL THE FUNDS TO COVER MY PAYROLL BE WITHDRAWN FROM MY ACCOUNT?

Monies to cover your payroll invoice typically are withdrawn from your bank account a maximum of 2 days prior to pay day.

-For example if pay day is Friday funds will be withdrawn on Wednesday.

WHERE CAN I FIND THE LATEST INFORMATION REGARDING PROVINCIAL REGULATIONS FOR MINIMUM WAGE, OVERTIME PAY, MATERNITY/PARENTAL LEAVE, VACATION PAY, AND STATUTORY HOLIDAYS?

Information can be found at the following Employment Standards Website.

http://www.hrsdc.gc.ca/eng/labour/employment_standards/index.shtml