

GENERAL PAYROLL INFORMATION

HOW TO GET STARTED:

1. Ensure that your organization has a Revenue Canada number

Organizations will require a business number, as they have to register for GST/HST. For more information, visit the website at: www.ccra.gc.ca or call 1-800-959-5525.

2. Ensure that your organization has Workers' Compensation or private liability insurance coverage

Businesses employing workers, even on a casual basis, must register with the Workers' Compensation Board and provide coverage for their workers. If the Workers' Compensation Board determines that coverage is not required for the type of work the Green Team employees will be doing, private liability insurance must be obtained. Workers' Compensation costs for the Green Team employees can be claimed at the end of the project on the claim for reimbursement form.

Workers Compensation - phone 954-4321 or 1-800-362-3340.

3. Ensure that each employee fills out:

- the Green Team Employee Profile form and is approved by program staff before hiring;
- a 2006 Personal Tax Credits Return (TD1) which can be found on-line at www.ccra.gc.ca/payroll; and
- a 2006 Manitoba Personal Tax Credits Return (TD1MB) which can be found on-line at www.ccra.gc.ca/payroll.

4. Employers are required to ensure that child abuse registry and criminal records checks are conducted on all Green Team employees who will be working with youth under the age of 18.

- Child Abuse Registry - call 945-6967 or 1-800-282-8069 (ext. 6967). This service may take four to six weeks to complete. Two pieces of ID are required and the cost is \$10.00.
- Criminal Records Check - youth must visit the Winnipeg Police Service at the Public Safety Building, 4th floor, 151 Princess Street in Winnipeg or their local RCMP office. This service may take up to 10 days to complete. Two pieces of ID are required and the cost is \$16.00.

WEB SITES AND GUIDES TO ASSIST EMPLOYERS:

5. www.gov.mb.ca/labour/standards

This web site provides employers with valuable information on: keeping records, paying employees, vacations and general holidays and termination.

6. www.ccra.gc.ca/orderforms

Employer's Guide - Payroll Deductions (Basic Information). Guide assists employers with various pay-related duties.

7. www.ccra.gc.ca/forms

Employer's Guide - Filing the T4 Slip and Summary Form and Employer's Guide - Remitting Payroll Deductions.

8. www.ccra.gc.ca/payroll

Payroll Deductions Tables (CPP, EI and income tax deductions). Information on employer and employee deductions.

SAMPLE PAYROLL:

- You are an employer in Manitoba. Sara, your employee, earns \$304.00 a week and is paid bi-weekly (refer to bi-weekly sections of the Payroll Deductions Tables Guide) - [\$7.60 X 40 hours/week X 2 = \$608.00].
- Because Sara will earn no other income this year, she is in both a federal and provincial claim code #1. To determine claim codes, refer to the Payroll Deductions Tables Guide (CPP, EI, and income tax deductions).

Gross pay for two-week period	Federal Tax Deductions	Provincial Tax Deductions	CPP	EI	Net pay
\$608.00	\$34.25	\$27.25	\$23.43	\$11.37	\$511.70

**All forms and guides are available at any Canada Customs and Revenue Agency
or for further inquiries call 1-800-959-5525.**