

Keeping Records

Accurate employment records are a valuable aid to managers in making decisions about farm labour. Records show what labour was used, when and what it cost. Managers can refer to records in their personnel planning process.

Payroll Records

Good payroll management is vital to the establishment and maintenance of a good working relationship with your employees. Employees value a payroll which accurately accounts for all hours worked, is on time and reports the mandatory deductions of Unemployment Insurance, Canada Pension and Income Tax.

From a manager's point of view, there are several reasons to maintain accurate payroll records.

- To determine with accuracy the amounts owed and previously paid to employees each pay period.
- To determine the proper amount that must be withheld from the earnings of each employee.
- To meet government labour regulations e.g. minimum wage, holiday pay etc.
- To meet Revenue Canada requirements.
- To settle potential disputes.

To decide if your payroll records are adequate, ask yourself the following questions:

- Is the information I am keeping vital?
- What will occur if I don't have the information?
- Is the information used?
- Is the information accurate?
- What is the cost (dollars and time) to maintain my system?

If you have a computer, using it to manage your payroll could save you considerable time. Whether you use a computer or do your payroll by hand, you need to produce a statement for your employee(s) that show the earnings and the deductions. A sample of an Employee Earnings Statement follows.

Employee Earnings Statement

Name _____ Social Insurance No. _____

Address _____ Net Claim code _____

Pay Period _____

	Rate/Particulars	Amount
Basic Pay (Regular Hours)	_____	_____
+ Overtime Hours	_____	_____
Bonus, Incentive Pay	_____	_____
+ Housing, Room and Board	_____	_____
+ Other Taxable Benefits	_____	_____
+ Vacation Pay	_____	_____
_____	_____	_____
= Gross Earnings		_____
- C.P.P.		_____
- Unemployment Insurance		_____
- Income Tax		_____
- Housing, Room and Board		_____
- Pay Advance		_____
- Other Deductions		_____

= Net Pay		_____

Record of Days Not Worked

Sick Days Taken _____

Vacation Days Taken _____

Work Days Off _____

EMPLOYEE EARNINGS AND DEDUCTIONS RECORDS

Employee Name		Social Insurance Number		Date Started							
Address		Telephone Number		Date Left							
Month or Pay Period	Hours	Rate	Gross Wages	Employee Deductions			Net Wages	Employer's Contributions		Total Remittance (A+B+C+D+E)	
				C.P.P. (A)	U.I.C. (B)	Income Tax (C)		Room & Board	Advance		Other Deductions
Totals											

T-4 Information

Total Earnings Before Deductions	C.P.P.	U.I.C.	Income Tax	U.I. Insurable Earnings	Date Issued

Record of Employment (day, month, year) _____

First Day Worked _____

Last Day Worked _____

Date Issued _____

Employer _____

Personnel Files

Your employee records form a vital part of your personnel management system. Allocate a file to each employee and include the following:

- Job description
- Application form
- Interview report
- Reference check results
- Letter of offer with terms and conditions of employment
- Salary: starting and increases
- Tax exemptions and deductions
- Performance evaluations
- Grievances
- Disciplinary actions
- Dismissal notice
- Letter of resignation
- Exit interview report
- Other confidential information
- Record of employment (for unemployment insurance claims).

In addition to the above records, reserve a section of your filing system for the following general documents related to personnel management:

- Job descriptions
- Orientation handout
- Policies and Procedures - may be in manual or handbook form
- Culture and values of the organization
- Copies of the books in this series *B.C. Farm Employers' Handbook*