

# PAYROLL SAVINGS PROGRAM



## Welcome to the 2013 Canada Savings Bonds (CSB) Payroll Savings Program Campaign!

Saving for that rainy day is not always easy. That's why providing a service that helps support your employees' goals is a responsible way to maintain a healthy and productive workforce and to show employees that you care about them. The Payroll Savings Program is an easy and convenient way for Canadian employees to save for short- and longer-term goals. Here's a quick summary to help you run a successful campaign this year.

### NEW IN 2013

#### For You, the Campaign Director

##### YEAR-ROUND INCREASES TO CONTRIBUTIONS

New this year, as Campaign Director, you have the *option* to allow employees to increase or decrease their contributions outside the annual campaign, subject to the frequency you have set. Should you allow year-round changes, employees must communicate them to you or your Payroll Administrator and then contact Payroll Savings Program Customer Service.

##### CAMPAIGN DIRECTOR GUIDE

The *Campaign Director Guide* has been updated and a hard copy will be included in your campaign material box.

##### NEW LOOK

The Payroll Savings Program brand design has changed. The new look is part of our direction to encourage employees to adopt healthy saving habits by participating in the Program.

#### For Employees

##### DIRECT DEPOSIT ONLINE ENROLLMENT

Employees with a Single Plan can sign up for Direct Deposit online by logging in to their CSB Online Services (CSBOS) account at [mybonds.gc.ca](http://mybonds.gc.ca). For Joint or Third-Party Plans, employees must still complete the *Change of Address and Direct Deposit Form (COADD)* found on [csb.gc.ca](http://csb.gc.ca).

##### CSB ONLINE SERVICES WEBSITE

We have made enhancements to the CSBOS website to improve employees' online experience.

##### EMPLOYEE HOW-TO GUIDE

Encourage employees to download the latest *Employee How-To Guide* to help them with their transactions on CSBOS such as creating an online profile, setting up a new plan, and redeeming bonds.

##### EMPLOYEE SALES BROCHURE

In addition to the positive feedback we received last campaign about the *Employee Sales Brochure*, you also mentioned that you wanted to see more program benefits included in it. We hope you like the latest version of the brochure and that it will help you promote the Program to employees even more this campaign!

## IMPORTANT DATES – 2013 CAMPAIGN

September 26–27	October 1	November 1
Email for Organization ID, Director ID, and Password	Start of sales campaign	End of sales campaign at 8:00 p.m. (ET)
November 2	November 30	December 31
Download Employee Payroll Data File	Last day to update employee pay records	Last day to access the CSB Campaign Statistics site

## MATERIAL TO HELP YOU PROMOTE THE PROGRAM TO EMPLOYEES

##### WHAT'S IN YOUR CAMPAIGN MATERIAL BOX:

- **Campaign Poster** – Indicate your Organization ID on it and display at your workplace.
- **Latex-Free Balloons** – Use them to identify yourself as the Campaign Director in your work area.
- **Campaign Director Guide** – Find all the information you need to run the campaign.
- **Campaign Highlights** – An information sheet to help you run and promote the Program.
- **Wall Calendar** – A 12-month calendar displaying important dates for Campaign Directors.
- **Employee Sales Brochures** – Distribute to all employees.

##### WHAT YOU CAN DOWNLOAD ONLINE:

- **Letter** – Use to encourage employee participation in the Program.
- **Emails to Employees** – Include your Organization ID in the subject line when forwarding to your employees.
- **Intranet Banner** – Advertise on your employee Intranet site.
- **Employee How-To Guide** – Refer employees to this manual for questions related to common online transactions.

## CSB.GC.CA/EMPLOYERS

The [Employer web page](http://Employer web page) is a great repository of information for Campaign Directors. Look for guides, forms, and campaign material. This is also where you'll access employer online services, including:



- Update your Organization's Profile
- Order Additional Campaign Material
- View Campaign Statistics
- Download your Employee Payroll Data File
- Test the Download Function for your Employee Data File
- Transmit your Employee Purchase Data

Thank you for your ongoing support of the Canada Savings Bonds Payroll Savings Program. Together, we can continue to help employees save for the things they really want.