



## ALBERTA PAYROLL REGULATIONS

### DESCRIPTION

LEARN WHAT YOU NEED TO KNOW ABOUT YOUR PAYROLL OBLIGATIONS IN ALBERTA. IN THIS WORKSHOP THE TOPICS INCLUDE EMPLOYMENT STANDARDS, PAYROLL DEDUCTIONS AND REMITTANCES, RECORDING BENEFITS, T4'S AND YEAR END REPORTING, AND ISSUING RECORD OF EMPLOYMENT FORMS.

### OBJECTIVES

BY THE END OF THIS WORKSHOP YOU WILL BE ABLE TO IDENTIFY YOUR RESPONSIBILITIES PERTAINING TO:

- HIRING EMPLOYEES
- PAYING EMPLOYEES
- STATUTORY DEDUCTIONS
- TERMINATING EMPLOYEES
- YEAR END PAYROLL RESPONSIBILITIES

### TARGET AUDIENCE

THIS INFORMATION BASED WORKSHOP IS INTENDED AS AN INTRODUCTION TO PAYROLL. NO COMPUTERS ARE USED AND THERE ARE NO PREREQUISITES TO TAKING THIS WORKSHOP. INDIVIDUALS WITH PAYROLL RESPONSIBILITIES SEEKING BASIC KNOWLEDGE IN THIS FIELD ARE ENCOURAGED TO ATTEND. THIS WORKSHOP IS AN EXCELLENT INTRODUCTION TO OUR COMPUTERIZED ACCOUNTING SOFTWARE COURSES QUICKBOOKS OR SIMPLY ACCOUNTING.

### CONTENT

- ◆ HIRING EMPLOYEES
  - PRIVACY ACT
  - NEW HIRE FORMS
  - COLLECTING SIN#'S
  - UNDER AGE EMPLOYEES
- ◆ PAYING EMPLOYEES
  - TYPES OF EARNINGS
  - COMMISSION PAY
  - VACATION PAY
  - HOURS OF WORK
  - OVERTIME
  - HOLIDAY PAY
  - ALLOWANCES
  - BENEFITS
  - EXPENSE REIMBURSEMENTS
- ◆ STATUTORY DEDUCTIONS
  - CANADA PENSION PLAN
  - EMPLOYMENT INSURANCE
  - FEDERAL AND PROVINCIAL INCOME TAXES
  - CALCULATING AND REMITTING DEDUCTIONS
- ◆ TERMINATING EMPLOYEES
  - NOTICE AND SEVERANCE PAY
  - FINAL PAY
  - RECORD OF EMPLOYMENT FORMS
- ◆ YEAR END PAYROLL RESPONSIBILITIES
  - PREPARING T4'S
  - T4 SUMMARY REPORTING
  - BOOKKEEPING REQUIREMENTS