

## 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)
- TD1 INCLUDED** (PROVINCIAL & FEDERAL)

### 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 by 10am, 3 business days before pay day.

-For example, if pay day is Friday we should have your input by Tuesday by 10 am.

**Late submission of input could result in extra charges and timing of net pay.**

#### **HOW CAN I SUBMIT MY PAYROLL CHANGES?**

We prefer that payroll input is sent to us via email using your payroll worksheet to record hours and dollars to be paid. Employee profile changes such as address changes, salary changes, banking changes... should be submitted on the Employee Form. This form can be downloaded from our website at [www.PayTrak.ca](http://www.PayTrak.ca).

#### **WHEN WILL THE FUNDS TO COVER MY PAYROLL BE WITHDRAWN FROM MY ACCOUNT?**

Funds to cover your payroll invoice are withdrawn from your bank account a maximum of 2 days prior to pay day.

-For example if pay day is Friday funds will be withdrawn on Wednesday.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

Please use our Resources section at <http://paytrak.ca/resource-centre.php> for the latest information regarding provincial regulations for minimum wage, overtime pay, maternity/parental leave, vacation pay, and statutory holidays sites in addition to reference materials including answers to many frequently asked questions.