

WHAT YOU NEED TO GET STARTED:

1. FORMS TO BE COMPLETED AND SIGNED

- CLIENT INFORMATION FORM WITH VOID CHEQUE
- SERVICE AGREEMENT
- ROE WEB CLIENT EMPLOYER CONSENT FORM
- EMPLOYEE FORM(S) WITH VOID CHEQUE, FED TD1 AND PROV TD1
- YEAR TO DATE PAYROLL INFORMATION

2. NEXT STEPS

You will receive an email from a PayTrak Payroll Specialist with your payroll calendar and the first worksheet to be filled out. **Please review all information as soon as possible** in order to meet your first payroll deadline. We have a comprehensive FAQ document that contains most of the information you will need for a smooth payroll process *available upon request*.

3. QUICK START TIPS

WHEN SHOULD MY WORKSHEET BE SUBMITTED?

To ensure that we have sufficient time to analyze, enter and process your employee's pay information, we require your payroll worksheet **no later than noon, 2 business days before pay day**. Late submissions can result in additional charges or a delayed paid date.

- Example, if the paid date is Friday, we should have your worksheet before Wednesday at noon.

HOW CAN I SUBMIT MY WORKSHEET AND ANY PAYROLL CHANGES?

Submissions are to be made to paytrak@countbeans.com. *(If changes are necessary for the current pay period, they must be made on the processing day itself. We urge you to promptly review your reports after every pay.)*

Employee changes such as address or banking changes and additional employees are to be submitted with ample time for processing **prior to the worksheet submission deadline**. All new forms can be downloaded from our website at <https://www.countbeans.com/paytrak/>.

WHEN WILL THE FUNDS TO COVER MY PAYROLL BE WITHDRAWN FROM MY ACCOUNT?

Funds to cover your payroll invoice are withdrawn from your bank account the business day prior to the paid date as **early as midnight***. Please ensure the funds are available **2 business days** prior to the paid date on your invoice.

- Example, if the paid date is Friday, funds will be withdrawn as early as Thursday morning at midnight.

*For accelerated remittances, we require 3 business days for processing.

WHERE CAN I FIND THE LATEST INFORMATION REGARDING EMPLOYMENT STANDARDS AND RESPONSIBILITIES AS AN EMPLOYER?

Please see our FAQ document for information regarding provincial regulations concerning minimum wage, overtime pay, vacation pay, statutory holiday pay and record of employment (ROE) requirements.