

Canadian Payroll Level I Course Outline*

This seminar is presented with the cooperation of The Canadian Payroll Association.

- Introduction
 - Defining Roles
 - Roles and responsibilities
 - Earnings and deductions
 - Methods of payment
 - Controls and security
- Employer-Employee Relationship
 - Employer-employee relationship
 - Hiring an employee
- Employment/Labour Standards
 - Minimum wage
 - Pay frequency
 - Pay statement
 - Hours of work
 - Overtime
 - Rest periods
 - Statutory holidays
 - Vacation pay and time
 - Leaves
- Taxable Benefits and Allowances
 - Accidental death & dismemberment (AD&D)
 - Group term life/insurance plan (Quebec only)
 - Registered retirement savings plan
 - Gifts and awards
 - Automobile allowance
 - Meal allowance (overtime)
 - Uniform and special clothing
- Producing a Regular Pay
 - Gross earnings
 - Insurable earnings
 - Pensionable earnings
 - Net Taxable Income
 - Statutory deductions
 - Calculating the net pay

**Program subject to change without notice*

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