

# Learn Canadian Payroll I

## Course Outline\*

This seminar is presented with the cooperation of The National Payroll Institute (formerly 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*

*Last updated 29 April 2022*