



Pay Statement Information for all TVDSB Employees

Welcome to Thames Valley!

Pay statements are available electronically via the Employee Portal, accessed through the Board's website. (www.tvdsb.ca)

The great features Payroll Services has to offer via the portal are:

- Pay deposit information up to one week prior to the pay date
- Ability to view pay statement history for one year
- Access to the portal via any computer with internet access
- Detailed information such as time sheet entries (dates, locations, hours, rates) or special messages to employees
- Printable – both the pay statement and time sheet details can be printed
- Access to the individual's T4 and pay schedule including pay dates and pay periods covered

An employee may change their financial institution or banking information by providing the Payroll Services notice in writing at least thirty (30) calendar days in advance of the effective date of change, using the Earnings Deposit Instructions Form found on the Employee Portal, in the View My Pay History link. Please do not close previous account until you have received the first deposit into the new account.

When changes are required to your tax withholding amounts or additional federal tax deductions, send the completed and signed forms to Payroll Services as soon as possible. The forms are located in the Employee Portal, in the View My Pay History link, or via the CRA website.

To access your pay statements on the Portal:

- From the TVDSB Home Page (www.tvdsb.ca), click on Employees, then Employee Portal link
- Login by entering your Outlook username and password
- Under the Personal Information section, click on the View My Pay History link
- Select the pay date and click on Submit
- Use the View Timesheet Details button to view which days are being paid

To view your pay schedule (by Employee Group):

- From the TVDSB Home Page (www.tvdsb.ca), click on Employees, then Employee Portal link
- Login by entering your Outlook username and password
- Under the Personal Information section, click on the View My Pay Schedule link
- Select the Employee Group and click Submit

Please direct all payroll inquiries to the Payroll Services Help via email to payrollhelpline@tvdsb.ca.

Federal & Provincial Tax Withholding Forms (TD1 and TD1-ON)

- These forms inform Payroll Services on how much income tax to deduct (both Federal and Provincial forms must be completed).
- The basic amount (Line 1 on both forms) is the amount that you can earn before paying income tax. Tax is annualized, so you will still pay income tax on each pay, but it will assume an annual salary less the amount you indicate on the form(s).
- Amounts can only be claimed once – with one employer – if you have already completed forms for this tax year with another employer, you should complete the forms with a '0' and check the appropriate box on Page 2.
- If you claim anything other than the basic amounts you will need to complete and submit a new form each and every new tax year.
- If you are uncertain of the amount to claim, it is recommended that you seek guidance from a financial advisor or tax specialist. HR and Payroll are not able to advise you.

OMERS, and OTPP Form

- All employees who hold a valid Ontario Teaching Certificate of Qualification (or Letter of Permission) are required to enroll in and contribute to the Ontario Teachers' Pension Plan (OTPP or TPP)
- All permanent nonteaching employees will contribute to the OMERS Pension Plan, subject to eligibility requirements
- If you are enrolled in OMERS and then receive your OCT#, you must notify HR immediately. They will update the system and forward the information to Payroll. At that time, you will be enrolled effective the date your OCT# is issued.
- TPP and OMERS deductions begin immediately on eligibility (in most cases this is hire date if you have an OCT# - see above)
- Retired employees who are receiving TPP pension benefits and are returning to occasional work are only permitted to work a finite number of days per school year. The number of days worked per school year in excess of allowable days per TPP, may impact your pension payments. Please contact TPP directly for more information (they now have a smartphone app to track your worked days)