



Personal Information Bank (PIB) Details

Title: Payroll Administration

Location of Record: Human Resources

Description: Records relating administration and processing of employee salary and individual employees' pay history profiles. Includes information on rate of pay, hours of work, reported absences, garnishments, pay rate changes, elected and mandatory payroll deductions and T4 statements. Records include completed payroll notification forms in respect of newly hired staff, completed benefit enrolment forms, completed federal record of employment forms, tax credit return statements, previous pay adjustment sheets, copies of any court orders, and all supporting correspondence.

Legal Authority for PIB: Employment Standards Act, 2000, c. 41, s. 15; Insurance Act, R.S.O. 1990, c. I.8, s. 300; Canada Pension Plan, R.S., 1985, c. C-8, s. Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 12; Canada Pension Plan, R.S., 1985, c. C-8, s. 24; Employment Insurance Act, 1996, c. 23, s. 87; Income Tax Act, S.C. 1970-71-72, c. 63, s. 230. & regulation s. 5800

Uses: Calculate and administer payroll, benefits and pensions. Provide payroll information for Canada Customs and Revenue Agency and Audit requirements.

Types of Personal Information: Employee number, name, social insurance number, gross pay, net pay, deductions, details of hours worked and hours paid, information relating to payroll generation, overriding deductions, year-end payroll reporting, payroll variance reporting, payroll registers, and timekeeping records.

Users: Human Resources; staff leader as appropriate.

Individuals in Bank: Employees – contract and permanent.

Retention Period: Seven Years