

Welcome to CGMH!

Please complete the enclosed payroll forms as soon as possible and return to your HR Associate so that your payroll profile can be created. It is recommended that you keep this page until you receive your first pay.

CGMH employees receive their pay biweekly, on Thursday, through direct deposit. All pay statements and T4s are available online through the “Online Pay Statement Information” link located on [the Pulse/SharePoint](#).

Please note that you will not be able to create your payroll account until you receive your first pay into your bank account.

To set up your account, please follow the following steps:

1. Select the payroll portal on the Pulse/SharePoint.
2. Select the “forgot your password” option.
3. Enter your username and CGMH email.
 - a. Your username will be yourlastname.yourfirstname
i.e. If your name is John Smith, your username will be Smith.John
4. Select “recover password.”
5. Check your CGMH email for a password reset email.
6. Click on the URL provided in the email and set your password.



**Online Pay
Statement
Information**

If you have any problems accessing your pay, please reach out to Meghan Sandberg, Payroll and Benefits Administrator (sandbergm@cgmh.on.ca), or Tracey Rodgers, Payroll and Scheduling Analyst (rodgerst@cgmh.on.ca).

Guide to Pay Statements

Understanding Your Pay Statement

Pay Statements are located on the Pulse/SharePoint and are available for viewing after you have received your first pay. It is important to review your pay statements for accuracy. The following are common definitions and information meant to assist you in understanding how to read your pay statements.

Earnings Codes:	<p>Reg – Hours worked and paid at your regular rate of pay.</p> <p>PSW\$2/PSW\$2 1.5 – PSW Enhancement dollars are shown separately for regular wages</p> <p>Overtime – Overtime eligible hours paid at 1 times your regular hourly rate</p> <p>OT ½ - Overtime eligible hours paid at 0.5 times of your regularly hourly rate <i>*(OT paid at 1 ½ times your regular wage is shown as two separate entries)</i></p> <p>3rd W/E – Overtime union premium for working a 3rd consecutive weekend (1 times your regular hourly rate)</p> <p>3rd WE ½ - 0.5 times regular hourly rate for 3rd weekend premium <i>(OT paid at 1 ½ times your regular wage is shown as two separate entries)</i></p> <p>SP Eve/Night/Wknd/Prem – Shift premium paid as per Collective Agreement</p> <p>St Wrk – Statutory Holiday hours worked</p> <p>BenLieu – Benefits in Lieu – Paid to part-time employees</p> <p>VacLieu – Vacation % paid out to part-time employees</p> <p>Stat Taken – Paid day taken off for full-time employees</p> <p>Sick New/Cont/Unpaid – Sick time taken</p>
Deductions: (Employee)	<p>HOOPP L/H – Pension contributions for contributing employees</p> <p>Parking&HST - \$0.27/hr for PT to a max of \$20 per pay. FT is \$20 per pay</p> <p>Emp Draw - \$2.00 for participating employees of bi-weekly 50/50 Draw</p> <p>Benefits – Full-time employees only – separated by type of benefit</p> <p>CPP/EI/Inc.Tax – Mandatory statutory deductions as per CRA</p>
Deductions: (Employer)	<p>CPP/EI/WSIB/EHT – <i>Employer's</i> mandatory statutory premiums paid</p> <p>HOOPP L/H – <i>Employer's</i> HOOPP contributions to your plan</p> <p>Benefits – <i>Employer's</i> portion paid for full-time employee benefits</p>
Banks in Hours: (Current)	<p>Stat Bank – FT employees can accumulate stat time to be taken at a later date</p> <p>Vacation – Earned vacation entitlement</p> <p>Banked Time – Overtime banked to be used to cover future time off requests</p>
Banks Earned: (YTD)	<p>Vac Earned FT – Vacation earned, to date, in hours and dollars</p> <p>OT Banked – Overtime that has been banked at employee's request</p>

Please refer to your Collective Agreement or Policy Stat for detailed information.

Please contact Payroll for questions regarding your pay statement.

Take control of your future, one shift at a time.

Join HOOPP today.



If you're a part-time, contract or casual employee, you can join the Healthcare of Ontario Pension Plan (HOOPP) at **any time** during your employment here at

We're proud to offer you HOOPP so that you can start building a secure retirement income – plus, joining is easy! Just inform HR and we'll take care of the rest.

What's in it for you?

A HOOPP pension gives you the security and predictability that you deserve, and a stable income you can count on for life. As a HOOPP member:



You'll get more than you put in. Typically, the pension you receive in the long run will be more than your total contributions. In fact, most members receive their contributions back in the form of pension payments within three to four years after retiring.



You can count on your pension for life. A defined benefit (DB) pension like HOOPP is reliable because it's based on a formula, not stock market returns; your pension will be paid monthly for as long as you live.



You'll pay less taxes when you join. Since your contributions are automatically deducted from each pay cheque, you don't pay any taxes on that portion of your salary.



You can save more efficiently and worry less. You and your employer automatically contribute to the Plan each pay period. Since HOOPP's team of investment professionals work to keep your pension secure until you need it, you don't have to make investment decisions or stress about market fluctuations.



You can continue to grow your pension even if you change employers. If you leave your job, you can continue to grow your pension at hundreds of organizations across Ontario that offer HOOPP.



Your Plan benefits don't stop there. With HOOPP, you have access to early retirement options, survivor benefits for your loved ones, inflation protection and more.

What you need to know

What is HOOPP?

HOOPP is one of Canada's largest and most respected pension plans and has provided healthcare workers **like you** with a defined benefit (DB) pension since 1960. A DB plan like HOOPP provides a secure monthly income that begins in retirement and is paid for the rest of your life.

How much do I contribute?

The amount you contribute is based on your earnings and the Plan's contribution rates. The current rates are 6.9% up to the year's maximum pensionable earnings (YMPE) and 9.2% above the YMPE. HOOPP's contribution rates are among the lowest of all major Canadian pension plans and have not changed since 2004.

Your HOOPP pension is an important part of your total compensation package; as your employer, we also contribute \$1.26 for every dollar you contribute. Remember, since HOOPP is a DB plan, your pension is based on a formula, not your contributions. When you retire, your HOOPP pension will be worth more than you contributed.

You automatically contribute to the Plan each pay period, so every dollar you contribute towards your pension immediately reduces your taxable income. That's a win-win – pay less tax now and receive a secure pension when you retire.

For example, a 23-year-old employee who works **15 hours/week** and earns **\$23/hour** would contribute **\$48/biweekly**. If they retire at age 65, they will contribute a total of approximately **\$52,416** during their career and would receive an estimated **\$169,560 from their HOOPP pension in just 15 years of retirement**. The best part? Their pension continues to be paid for life.

To understand the assumptions for this example, see more examples and what your pension could look like, visit hoopp.com/joinHOOPP.

Can I join HOOPP at multiple employers?

Yes. If you are working for multiple HOOPP employers, you can contribute at all your employers and generally build a bigger pension. Building your pension has never been more convenient. To see the full list of HOOPP employers, visit hoopp.com/employerlist.

What happens if I leave my job?

If you leave your job before it is time to start your pension, you can continue to grow your pension at any of the hundreds of healthcare employers across Ontario that currently offer HOOPP. You'll keep all the benefits your pension offers and increase your retirement security.

If you move to an employer that doesn't offer HOOPP, you can remain a HOOPP member and keep your pension safe and secure in the Plan until you retire.



Enrolment Form

Please print clearly using black ink. See the Instructions page for details on how to complete this form. December 2006

1. New Member Information (Completed by the Employer)

Don't use this form to enrol groups of employees, or if a part-time employee is waiving contributions.

Name: Miss Mrs. Ms. Mr. Sister Dr. last name first name middle name

Social insurance number (SIN): Date of birth: month day year

Gender: Male Female Union/association membership, if applicable:

The new member will be asked to send HOOPP proof of age documentation. For acceptable proof documents see the Instructions page.

New member's mailing address: number street apt. city province postal code

Home Tel: Work Tel:

E-mail: Fax:

New member's language preference is: English French (See instructions page for details about French services.)

2. Benefit Transfers (Complete this section, if applicable.)

The member named above was a member of a pension plan at his/her previous place of employment and wants to explore the possibility of transferring service from that plan into HOOPP. Please indicate, in the space below, the name of the member's previous pension plan – for a list of plans with which HOOPP has reciprocal transfer agreements and other details on transfers, see the Instructions page.

Date of termination from previous employer: month day year Previous Plan:

3. Declaration (Completed by member – see Instructions page.)

I consent to the use of all information contained on this form and any and all additional personal information which I may hereafter provide to the administrators of the Plan, including my social insurance number, plus information related to my salary and employment record, as may be required to administer the Plan. My consent extends to any disclosures by the Plan administrators to the Plan's auditors, actuaries and/or other professional advisors for the purposes of administering the Plan. I also understand that any information collected or requested via this document is solely for the purpose of administering the Plan and will not be disclosed to any other party, except as previously indicated, without my consent. I certify that the information contained in this form is correct to the best of my knowledge.

This form no longer captures beneficiary designation information. See Instructions page for details.

New member's signature: Date: month day year

4. Employment Information (To be completed by employer.)

Name of employer: Employer code: 1 2 3 4

New member works: full time part time New member's start date of employment: month day year

Date of HOOPP registration: month day year Date of change from part time to full time: month day year (if applicable)

If there's a difference between the employee's start date of employment and the date of registration, please explain why: status change from part-time to full-time late enrolling member part-time and is now choosing to enrol

If this is a late enrolment, and the member has received more than one rate of pay, please enter the rates of pay and start dates in the space provided. (You can enter up to four rates of pay.)

Please report the following information for the new member:

Hourly base rate(s) of pay	Start date at this rate of pay	Full time equivalent hours for this position	Hours worked at this rate of pay (if this is a late enrolment)
Rate 1: \$			
Rate 2: \$			
Rate 3: \$			
Rate 4: \$			

I certify that the information contained in this form is correct to the best of my knowledge.

Employer contact name: Phone (and ext.):

Employer contact signature: Date: month day year

Employer contact e-mail:

SEND A COPY TO HOOPP KEEP A COPY FOR EMPLOYER FILES



What is HOOPP?

The Healthcare of Ontario Pension Plan is one of the strongest and most stable defined benefit pension plans in Canada. Since 1960, HOOPP has been helping Ontario's healthcare workers build the foundation for a financially secure retirement.

With a defined pension plan like HOOPP, you will receive more in pension payments than your total contributions. For example, most members receive their contributions back in the form of pension payments within three to four years of retirement.

How much do I contribute?

The amount you contribute is based on how much you earn and the Plan's contribution rates. The current rates are 6.9% up to the year's maximum pensionable earnings (for 2023 this is \$34.15/hr) and 9.2% above the year's maximum pensionable earnings. For every dollar you contribute CGMH contributes \$1.26. For example, if you earn \$35/hr your contributions would be \$2.43/hr worked.

	Rate	Hours Worked	Contribution Rate	Contribution Amount
	34.15	1	6.90%	2.36
	0.85	1	9.20%	\$0.08
Total	35	1	N/A	\$2.43

Full Time employees contribute based on 1950 hours paid per year while part time employees contribute based on their scheduled hours. If an employee is on a leave (including sick time, vacation time, emergency leave, or a statutory leave less than 31 days in length) they are required to make contributions for this time, even if it is unpaid time. If you enroll and are affected by these circumstances, payroll will reach out to you to quarterly to advise of your missed contribution amounts and to provide payment options.

How do I enroll?

To enroll in HOOPP please complete the included enrollment form and return it to People Services with your new hire paperwork. For full time employees enrollment in HOOPP is mandatory. For part time and casual employees enrollment is optional.

I don't want to enroll at this time, what do I do?

To opt out of HOOPP at this time please complete the waiver below.

I, _____, choose to waive my right to make HOOPP contributions on my pensionable earnings as a part time/casual employee at Collingwood General and Marine Hospital, in accordance with the provisions of the Healthcare of Ontario Pension Plan (HOOPP).

I understand that while I am not making contributions, my employer will also not make contributions on my behalf, and I will not build pension benefits on my pensionable earnings at this employer

I understand that as a part time/casual employee I may enroll in HOOPP at a later date by completing the HOOPP enrollment form and providing it to payroll.

Date: _____

Signature: _____

Identification Badge, Personal Safety Response System, and Parking Acknowledgement Form

Part A: Identification Badge and Personal Safety Response System

Purpose: As a representative of Collingwood General and Marine Hospital (“CGMH”) you will be issued with an identification (“ID”) badge and personal safety response system (“PSRS”) today to be worn at all times while on Hospital property. A visible ID badge is required to support regulatory compliance regarding patient rights, patient safety, and access to keyless security areas. Your functional PSRS is integral to CGMH’s ability to summon immediate assistance in the event of a workplace violence incident or other emergent event that could compromise health and safety.

Proper Wear and Care: Your ID badge and PSRS will clipped or pinned to clothing, at chest level, and must not be worn on a lanyard or chain within clinical areas so that all information including your photo, to be easily visible to patients, visitors, and fellow members of CGMH’s workplace community. Care of your ID badge and PSRS is the responsibility of each individual and each individual shall take care to ensure that:

Hospital ID Badge:	PSRS:
<ol style="list-style-type: none"> 1. Is not cracked, damaged, or punctured by any attachment including pins, as they may damage the programmed wires within the badge. 2. No stickers or other adhesives are to be applied to the badge or its protective holder to deface the badge or make the picture or name illegible. 3. Is not cracked or visibly damaged as this may affect the programmed wires within 	<ol style="list-style-type: none"> 1. The expected battery life of a PSRS is approximately three (3) weeks. Employees will exchange their PSRS before the end of its’ battery life. Replacement can be secured from Security or People Services. 2. That the PSRS is tested to ensure it has adequate battery life and is in working order by using a testing station within the Hospital prior to each shift.

Please refer to CGMH’s Dress Code & Hospital Identification Badges and Personal Safety Response System Policy and Procedures for more information.

Cost: The ID Badge (\$15) and PSRS (\$50) have a combined value of \$65. Both the ID badge and PSRS are the property of CGMH and must be surrendered at the end of your association with CGMH or upon request. The loss of one or both items will be subject to an automatic payroll deduction or fee for the value of the item(s) lost.

Acknowledgement:

I have read and understand the information provided to me. I agree to comply with the expectations outlined above

Name (Please Print): _____ Signature: _____

Date: _____

Part B: Identification Badge and Personal Safety Response System

Purpose: All members of CGMH's workplace community are required to provide direction with regard to their use of CGMH's parking lots reserved for employees, physicians and credentialed staff, volunteers, and board of trustee members.

Parking Rates	
Full-time Employees	\$20 per pay period
Part-time and Casual Employees	\$0.27 per hour worked.

Please select from the following two options:

☐ Yes, I require parking access.

☐ No, I do not require parking access.

Please note: Collingwood General and Marine Hospital assumes no responsibility for loss or damage due to fire, theft, vandalism, collision or otherwise, to the vehicle or its contents, however caused.

Employees are requested to please be mindful and respectful of our neighbours and not utilize the Erie Street Medical Centre's parking lot as a shortcut to pass through on your way to and from the parking lots reserved for employees, physicians and credentialed staff, volunteers, and board trustee members behind the hospital.

Acknowledgement:

I have read and understand the information provided to me.

Name (Please Print): _____ Signature: _____

Date: _____

CGMH Employee 50/50 Draw

Regulations covering this lottery:

1. This lottery is open to employees of the Collingwood General and Marine Hospital including full-time, part-time and casual.
2. The entry fee is deducted only if you receive a pay cheque. Therefore, if you do not receive a pay cheque for a pay period you are not entered for that draw.
3. Any delay in production of the payroll may result in a delay of drawing a winner. A winner may be drawn within one week of the pay date at the latest.

I wish to enter the biweekly Employee 50/50 Draw. I authorize the payroll department to deduct \$2 each pay as my entry fee to this lottery.

Name (Please Print): _____

Signature: _____

Date: _____