



HUMAN RESOURCE SERVICES

Sport Manitoba provides Human Resource services to sport partner employees that include payroll services, group insurance program, retirement plans and consultation in the area of Human Resource Management. To ensure that these services are used effectively and efficiently, here's what you need to know:

1. Payroll Services

Sport Manitoba provides Payroll Services for its partners' employees on a fee for service basis. The current fee for this service is \$5.00 per employee per month.

1) It is the Employer's (generally the President or assigned Board Member's) responsibility to:

- Advise Sport Manitoba payroll services of new employees, the removal of departing employees or changes to existing employees' status. An employee status change may include but is not limited to, an increase in salary; change in hours (full time, part time or casual); or any leave of absence that requires an adjustment in pay (maternity, disability etc).
- This information is to be provided **in writing, properly authorized and submitted based on the timelines outlined by Sport Manitoba's payroll department.** A list of submission dates (deadline dates) is available from the payroll department (Annual Payroll Schedule).
- Refund the full amount of all wages and benefits paid by Sport Manitoba on behalf of the Association in accordance with the Pre-Authorized Payment agreements.
- Pre-Authorized Payments provide authorization for Sport Manitoba to withdraw funds from the Association's bank accounts. The amount withdrawn will equal the total amount of wages and benefits paid by Sport Manitoba on behalf of the Association each month.
- The automatic withdrawal will occur on the last working day of the month.
- Assume responsibility for unearned wages and benefits paid to departing employees or employees on leave of absence without pay where the Association fails to forward the required information as per the annual payroll schedule and shall reimburse Sport Manitoba for such wages and benefits.

2) It is Sport Manitoba's responsibility to:

- Provide the forms for "signing-up" new employees, remove departing employees and make changes to existing employees' status.
- Pay each employee on the last working day prior to or on the 15th and last day of each month, respectively.
- Process only properly authorized Association information.
- Make payments for payroll taxes, employee deductions and benefits, and/or other payments as required by law or other agreement.
- Provide records of employment for departing employees.
- Provide annual T-4's for each employee employed during the calendar year and enrolled in Sport Manitoba payroll service.
- Supply the Association once each month with a written report of payroll information including all wages and benefits paid on behalf of the Association.
- Keep in strict confidence, all information supplied by the Association.

- 3) **Payroll Reports** - Sport Manitoba will also provide Payroll Reports as follows:
- **Pay Stubs** - (payroll is direct deposit). These are normally distributed directly to employees each payday unless otherwise specified by the Association.
 - **Records of Employment** - (as required) for departing employees.
 - **Employee Payroll Enrollment and Change Forms** - For any and all changes made to an employee's file. The employee and Association each receive a copy.
 - **Each Month - A monthly invoice** will be sent out on the last payroll of the month following and will show a total **charge** for wages and benefits and a corresponding **credit** for authorized withdrawals.
 - **Annually - T-4's** are distributed to the Associations.

If you require specific information about the payroll process, please contact Financial Officer - Laurel Read at 925-5615 or email: lread@sport.mb.ca

Did you know? Sport Manitoba staff is available to conduct an Orientation for new employees in the building. This includes access to Sport Manitoba programs and services such as payroll, benefits, print services, telephone, photocopiers, fax machines, meeting rooms, building access, parking and a tour of the building. For further information please contact our Human Resources Manager – Faye Finch by email: finch@sport.mb.ca or telephone 925-5619

2. Group Insurance Program

Sport Manitoba administers a Group Insurance Program for employees of its partner organizations. Any sport organization wishing to participate in the Group Insurance Program is required to use Sport Manitoba's Payroll Service, and all sport organizations using the Payroll Service are required to participate in the Program.

Eligibility

- All full-time employees working 20 hours per week or more are eligible for benefits and are required to join the Group Insurance Program. There is a 3-month waiting period for new employees. Employees will be assessed monthly premiums on a 50%/50% cost shared basis with their Association.

Eligible Employee

- Employed a minimum of 20 hours per week, off on an annual "Seasonal Leave" of 7 months or less, on Maternity/Parental Leave or on Disability Leave.

Ineligible Employee

- Employed less than 20 hours per week or term position employees with an employment end date.

Detailed Coverage

- Details regarding Group Insurance coverage for employees are available in the "Group Benefits for Employees of Sport Manitoba Booklet" issued to all staff.

Did you know? Sport Manitoba staff is available to consult with organizations in the recruitment and evaluation of staff. This includes development of job descriptions, postings, interview and selection process, evaluation and termination. For further information please contact our Human Resources Manager – Faye Finch by email: finch@sport.mb.ca or telephone 925-5619

3. Group Retirement Plan

Sport Manitoba administers a Group Retirement Program for employees of its partner organizations. This is a defined contribution plan with contributions made to the plan at least monthly. These contributions along with interest and or investment gain/loss are used to purchase a pension at retirement. The exact amount of the pension can only be determined at retirement. The Plan requires that an employee contribute an amount equal to 5% of annual earnings. The Association contributes an amount equal to the employee's required annual contribution.

Eligibility

- Full time employee working in excess of 20 hours per week. The Full time employee may join the plan on the first day of any month on or after the completion of 6 months of continuous employment with the Association. Full time employee must join the plan on the first day of any month on or after the completion of 2 years of continuous employment with the association.
- If the Association is a member of the Plan, all eligible employees must participate.
- Refer to Sport Manitoba Retirement Plan Information Booklet For All Employees.

Did you know? To sign up, remove or adjust an employee's status or need information on the administration of payroll and/or benefits contact Sheri Barnes at email: barnes@sport.mb.ca or telephone 925-5604

ALL PAYROLL AND BENEFIT INFORMATION INCLUDING FORMS AND BOOKLETS ARE AVAILABLE ON SPORT MANITOBA'S WEBSITE: www.sportmanitoba.ca.

**PSO LOGIN AREA:
ID: sportmbPSO,
PASSWORD: r3c4m2;
PAYROLL AND BENEFITS**

Publication of the PSO Unit

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For further information, please contact a member of the PSO Unit.