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| Giving  Hope Today | **Ontario Central-East Division** |

# Christmas Kettle Campaign 2016

**DHQ Employee Relations Contact for Processing Christmas 2016 Positions:**

**Nadine Giron**

Email: [Nadine\_Giron@can.salvationarmy.org](mailto:Nadine_Giron@can.salvationarmy.org)

Phone: 416-321-2654 x 140

**HRIS/Payroll Set up**

All employees are to be set up on the HRIS/Payroll system. Please note, as outlined below in (A) and (B), there are **two different requirements to set up an employee based on their Christmas position**.

The items noted are to be submitted to **Nadine Giron** at the DHQ Employee Relations Department via email or in person by Monday noon in the week prior to the pay-date. **Items received after this deadline will be processed after the current pa**y.

**(A)** *Kettle Coordinators/Supervisors OR Christmas Support Workers OR Drivers OR Christmas positions* **other than** *Kettle Workers/Bell Ringers*

For these positions, the process is the same as any new hires/rehires during the rest of the year. Please e-mail to Nadine:

1. **TSA Official Transaction Form**

2. Banking Information (VOID Cheque or Bank Direct Deposit Form)

3. TSA Official Personal Information Form

4. Federal and Provincial Tax Forms (TD1 and TD1ON forms) – (ONLY to be submitted if claiming beyond the basic exemption).

**(B)** *Kettle Workers/Bell Ringers*

**For these positions only**, please use the **Kettle Worker Hiring Spreadsheet** (the TSA Official Transaction Form is NOT required for these positions). Please e-mail to Nadine:

1. Spreadsheet in Excel format (see Kettle Worker Hiring Spreadsheet)

2. Signed PDF file of excel Kettle Worker Hiring Spreadsheet

3. Employee banking documentation (VOID Cheque or Bank Direct Deposit Form)

4. Federal and Provincial Tax Forms (TD1 and TD1ON forms (v) – ONLY to be submited if claiming beyond the basic exemption).

Kettle Worker Hiring Spreadsheet Guidelines:

 **Maximum of 10 entries per spreadsheet** (therefore if you have 15 new kettle workers to process for a pay period, one spreadsheet will have 10 the other will have 5), and **each spreadsheet must have an authorized signature**.

 Use a ‘blank’ spreadsheet each time you need to submit new Kettle Worker information (**do not maintain information in the spreadsheet of individuals you have already submitted**).

 The Employee Number column may be left blank. When the sheet is returned from our office, the Number will be noted.

**Reminders**

1. To be put on the HRIS/payroll system; an individual must be able to legally work in Canada and have a valid Social Insurance card (SIN)/Work Visa.

2. The Kettle Worker Hiring Spreadsheet is **only** to be used for the hire/rehire of Kettle Workers/Bell Ringers. All other hires for the Christmas season are to be submitted as per (A) above.

3. An employee may not be paid from any other source outside of payroll. Failure to follow this process could have a significant impact with Canada Revenue on the The Salvation Army in its entirety.

4. Pay is on a bi-weekly basis, pay-date being every other Thursday. As per the rest of the year, THQ Payroll provides a payroll timesheet to respective ministry unit contacts each pay period. The timesheet will only include those individuals in which the paperwork had been received by DHQ Employee Relations by the deadline for that pay period.

5. All individuals hired for the Christmas Kettle Campaign must provide banking information for payment by direct deposit.

6. When submitting Kettle paperwork, please indicate **Kettles** in the subject line.

7. The hire/rehire date MUST coincide with the first day worked and the termination date MUST be the last day worked.

At the end of the temporary employment, the hire and termination dates are transferred to the individual's ROE, and may be rejected if the dates do not agree.

8. If you have employees that wish to volunteer outside of their paid hours, please ensure that volunteer shifts are well documented and have them sign off on their respective volunteer hours form.

***Retired Officers***

It is not required that the Territorial Operating Policy 8803 *Hiring of Retired Officers* be followed for hiring a Retired Officer for a position in relation to the Christmas Kettle Campaign.

***Former Officers***

As per Territorial Operating Policy 7003 *Former Officers – Employment*, former officers may not be hired without prior authorization. To obtain authorization, please submit the former officer’s name to Sharon Scott or Nadine Giron for follow through.