

Payroll Self-Help Guide

This self-help guide may assist you in determining if your pay is correct and steps to follow in the event it is not.

First – Check your annual salary and ensure it matches your placement on the grid. For example, an E5/S2 teacher with 4 years experience in 2017 should be paid an annual salary of \$59,691. With 26 equal pay periods you should be paid \$2295.81 **Total Gross**. Sometimes you have deductions that cause your NET PAY to vary, but the total gross pay should be constant if you have a 1.0 Full Time Equivalent contract.

Second – If you are on a contract less than a 1.0 F.T.E you need to determine the value of your contract, as it is based upon 194 days, divide the annual rate by 194 and then multiply by the number of days you work.

If you cannot make sense of your pay, please follow the steps below and complete the excel sheet using your payroll stubs.

STEP 1 – Contact the District Officer

STEP 2 - If the payroll discrepancy dates back several years, you should check each period of time and which contract(s) you performed. Ensure the salary (category and years of experience) matches your Gross Pay:

- Contracts are rated upon 194 teaching days
- If you worked less than a full year you would need to take the annual salary at your rate (category and years of experience) and multiply the number of days you worked divided by 194

Example: Suppose I am in category 2 (OSSTF rating) and have three years of recognized experience. In the year 2016 I was offered and accepted a contract to replace a teacher, If I worked 35 days as a replacement teacher in the terminal part of the school year, how much is my contract worth?

- \$53,299 is my salary (based on category 2 with 3 years experience in 2016)
- 15 days is $15 \div 194 = 0.0773195$ (fraction of the year)
- $15 \div 194 \times \$53,299 = \text{VALUE OF MY CONTRACT}$ (this should match exactly the sum of all GROSS paystubs provided.
- I should have been paid a total of \$4121.06
- If I was paid MORE, I will at some point (perhaps many years later), asked to repay the overpayment.
- If I don't agree with the claim that I was overpaid I should complete step 2

Step 3

Complete the excel spreadsheet on our website using your paystubs. For each pay periods record the Advice Date, Total Gross, Contract Type (E5/S2, other).

- Write the date from each paystub in the date field (use the date format provided)
- Write the Total Gross Pay from each paystub in the Total Gross Pay field
- Write the Net Pay from each paystub in the Net Pay field
- Ensure all numbers entered are accurate

Step 4 – Send your payroll data to the District Officer (photocopy all pay stubs and send via courier), email your completed excel worksheet.

Step 5 – File a ticket with OSS. Retain your OSS ticket number. Advise the District Officer of that number.

Ontario Shared Services Contact Centre (M - F 8am - 5pm)

[\(866\) 979-9300](tel:8669799300) (Toll Free) • [\(416\) 326-9300](tel:4163269300) (GTA)

Adaptive Technology Services (TTY) - [\(866\) 310-7259](tel:8663107259) (Toll Free)

• [\(416\) 327-3851](tel:4163273851) (GTA)

Qualifications Categories					
As of September 1, 2017					
Years of experience	A(E1;E2;E3)	E4/S1	E5/S2	E6/S3	E7/S4
0	41,703	45,296	48,067	51,893	56665
1	43,912	47,734	50,510	54,617	59909
2	46,464	50,520	53,299	57,671	63504
3	49,016	53,288	56,381	60,719	67099
4	51,547	56,347	59,691	63,808	70694
5	54,130	59,638	63,283	67,155	75845
6	56,779	63,155	66,821	70,714	77884
7	59,775	66,688	70,347	74,235	81486
8	62,764	70,311	73,948	77,773	85075
9	65,787	73,913	77,380	81,281	88674
10	69,302	76,633	81,478	84,811	93055
11	76,633			89,658	97503