

## For February 2012 Newsletter

**From: Administration**

**T4s:** Are available for pick up at the Administration Office. T4s not picked up by Wednesday, February 8<sup>th</sup> will be mailed.

**Great West/London Life:** As a reminder you can access information on your plan by going to [www.grsaccess.com](http://www.grsaccess.com) . You would have received an access ID and password directly from Great West/London Life. If you wish or need to contact Great West/London Life directly please refer to your Member Booklet for information and the phone # or contact Nancy in Administration for the number.

**Our Business Year Ends March 31<sup>st</sup>, 2012:** To ensure reimbursement of your expenses Administration will need to receive your receipts no later than **Wednesday, March 28<sup>th</sup>, 2012**. Examples of expenses are mileage, vision, alternative support invoices, etc. Your claim dates must be between April 1<sup>st</sup>, 2011 and March 31<sup>st</sup>, 2012.

**Part-Time Vacation Pay:** For part-time staff vacation pay will be paid out on the last pay day in May (**30<sup>th</sup>**). This is not a mandatory payout. However, you must notify Administration if you do not want your vacation pay at this time.

**Reminder:** Due to the privacy laws and to protect employees' information, the Administration Office does not give out phone numbers or addresses to anyone. If you are aware that your place of employment may be contacted for release and/or confirmation of personal information – you are required to fill out a "Consent to Share Information" form which you can download from our website: [www.communitylivingstmarys.ca](http://www.communitylivingstmarys.ca) (click on downloads). Once the form is filled out ensure that the Administration Office receives it. You can request a letter with the relevant information but a "Consent to Share Information" form is still required.

**Pay Stubs:** If on occasion you are unable to pick up your pay stubs you can authorize someone to pick them up for you. We cannot legally destroy your pay stubs. This results in large packages of pay stubs being mailed out at the end of the calendar year.