



Welcome to A1 Bus!

Before we can process any payroll we will need some paperwork filled out, plus we'd like to give you a summary of how payroll works.

In order to deduct the correct taxes we will need the TD1 and TD1BC filled out, signed and sent to the office. They are available on our website [www.a1bus.ca/staff](http://www.a1bus.ca/staff) or on the government website [www.canada.ca](http://www.canada.ca) and search TD1 and TD1BC.

Please note, the fillable form for the TD1 does not have the Basic personal amount filled in, so you will have to enter the amount yourself. If you have already filled in these forms for another current employer, go to page 2 and check the appropriate box. Your claim amount at the bottom of page 1 will then be \$0.00.

Pay periods run from the 1st to the 15th, and 16th to end of month, with payday being the 7th and 22nd.

Around the 15th and end of each month a reminder e-mail is sent out to all staff to submit their paperwork. Paperwork is to be submitted into the office within 2 days of the end of the pay period – the 2<sup>nd</sup> and 17<sup>th</sup>.

We collect three things for payroll purposes - time sheets, reimbursement forms (with all original receipts) and driver's logs. These forms are available on our website at [www.a1bus.ca/staff](http://www.a1bus.ca/staff).

Because we have drivers across the province and our head office is in Vernon, submitting paperwork is a two-step process.

After filling out your time sheet, reimbursement form (if needed) and driver's log,

1. Snap pictures or scan all paperwork - including receipts and driver's log - then e-mail them to [payroll@a1bus.ca](mailto:payroll@a1bus.ca) – please make sure they are legible before sending.  
OR  
You can text them using [payroll@a1bus.ca](mailto:payroll@a1bus.ca) as the recipient instead of a phone number.
2. Snail mail or hand deliver all originals, including receipts, to the office (address below)

NOTE: Please include a note in your text or email with your name and amount of hours and reimbursement amount as sometimes the pictures turn out blurry.

If you mail in your originals - please pick up stamps & envelopes and submit your receipt for reimbursement.

If you deliver your originals in person and no one happens to be in the office, please place your paperwork in the mail box to the left of Trevor's house, right near the deck.

Drivers in the Vernon/Armstrong/Kelowna area are paid by cheque. Trevor places all cheques in the mailbox at his house or the container at Evangel or the bus in Lake Country and texts everyone that they are ready for pick up.





Drivers outside of the Vernon/Armstrong/Kelowna area are paid by e-transfer. In order to set up your e-transfer profile at the bank we will need a cell number and email address that we can send the payment notifications to.

### Drivers:

We also require drivers to send a text to info@a1bus.ca after each trip (daily runs excluded unless there are issues to note).

Please note your name, date, bus number, trip end time & if there were any concerns or if all was okay.

Example text:

Name:

Date: Dec 22, 2019

Bus #: 153

Time parked: 745 pm

Issues: Needs to be mopped/cleaned. Very muddy.

### Paperwork we need to get you set up:

- Current Commercial Drivers Abstract - N Print (drivers) – visit icbc.com to apply for this.
- Copy of front and back of current driver's license - an emailed picture of both is great (drivers)
- TD1 (all employees)
- TD1BC (all employees)
- Ministry Criminal Record Check Consent form - this form is required by one of our schools so we need it in our files. (drivers)
- RCMP Criminal Record Check - vulnerable sector (less than 5 years old) (drivers)

### Office Contact Information

Dispatch/Trip – Karen - 250-859-0543

Payroll – Kathy – 250-351-9469 or payroll@a1bus.ca

Main Office – 250-550-4272

If you have any questions, please feel free to contact me at the number below.

Thanks,

Kathy

(250) 351-9469

[payroll@a1bus.ca](mailto:payroll@a1bus.ca)

