



Staff Newsletter February 2014

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In the event of an emergency and you are unable to contact a supervisor call 416-655-0410. If it is after hours press 1 to speak to a live dispatch

**WE ARE HERE TO
ENABLE YOU TO DO THE
BEST JOB POSSIBLE**



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ONLINE PAY STATEMENTS

Attention all staff. Superior Pool, Spa & Leisure Ltd. is excited to announce a new service for all of our employees through our payroll service provider, Ceridian.

By the middle of February all employees will be issued their payroll statements online. This means we will no longer be mailing out pay statements. All of our employees now enjoy the benefits of direct deposit. This has basically eliminated lost cheques and the hassles and costs associated with a cheque getting lost in the mail.

Having online pay statements will not only cut down on paper and mailing costs, it is incredibly convenient as well as secure. You can store your paystubs for as long as 7 years. We receive many requests throughout the year from employees who would like a new print out of a pay stub from several weeks if not months prior. Online pay stubs will give you instant access to your payroll records without having to wait for us to process your request.

This service is delivered by Superior and Ceridian through Canada Post's secure epost™ service.

epost™ will allow you to also receive and store bills and statements from various other companies. You can sign up to have your credit card bills, phone bills, cable bills, etc., all in one convenient electronic mail box provided by Canada Post. If you download the epost™ app to your smart phone you will be able to keep track and access it all through your phone!

Before you register you will need a recent pay stub and your Social Insurance Number. Near the top left of your pay stub you will find your Employee#, on the second line, near the top middle of the pay stub you will find the Employer# 019634. You will need these two numbers and your SIN to register.

Step 1: visit www.epost.ca. Sign in if you already have an account or create a new account and activate your mail box.

Step 2: add a new statement by clicking on the green box that says "Add Now."

Step 3: a list of available companies will appear. Scroll down and select "Ceridian," at the next window click continue.

Step 4: a pop up window will appear with fields to enter the Employer #, Employee # and some of the numbers from your SIN. Once you've entered the numbers, click "add new."

Step 5: you're done!

If you have any questions or concerns please contact us. For the few of you who haven't signed up for direct deposit, please get that paper work in to us ASAP so that you can enroll for Online Pay Statements.

There has been A LOT of work done behind the scenes over the past few months to make this happen. Your cooperation in making the roll out of this program a success is greatly appreciated.

FAQ: What happens if I don't sign up?

If you don't sign up you will be forever stuck in the year 2013. It was a bad year. The year of a massive flooding and a black out, a massive ice storm and another black out and all sorts of other bad things! Don't get stuck in 2013! You will still get paid, but it won't be convenient and it definitely won't feel as good.

Join Superior Pool on Facebook!



The Superior Pool lifeguarding division now has our very own page on Facebook! Please go to the following link to check it out.

www.facebook.com/SuperiorLifeguarding

We will be updating the page with information on recertification's, recruitment, hiring, giveaways and social events.

'Like' and 'Follow' the Facebook page, you may win something!

NLS & First Aid, CPR-C & AED Courses

All staff are reminded that they must maintain current, valid CPR and Standard First Aid certifications as well as current and valid NLS certifications if you are guarding at a pool. If you have permanent shifts on the Fall/Winter schedule, or if you are interested in floating, you must recertify **before** you expire. (NLS and Lifesaving Society Standard First Aid & CPR expire every *two* years).

Call us if you are unsure if your qualifications are current. E-mail or call us to re-register for one of the recertification clinics available to our staff:

NLS Recertification

Tentative Date: March 1st
@ Bayview & Steeles
\$85

Standard First Aid, CPR-C & AED

Tentative Date: March 15th & 16th
@ Finch and Dufferin (our Head Office)
\$125



Lifeguard of the Month:
Peiman Pournaghshband



We are happy to announce that Peiman Pournaghshband has been named January's lifeguard of the month. Peiman showed extra initiative at his location when his pool was closed to clean, not just his, but the scum line around the entire pool (it's our biggest pool!). He is consistently completing his assigned duties and takes the effort to complete extra duties even if they are not assigned to him. Peiman will receive a Superior Pool hoodie as a thank you for all his hard work.