As the University nears the end of the 2012 calendar year, Payroll Operations would like to remind you about important year end dates including the final pay day for 2012.

With the implementation of the semi-monthly pay cycle in July 2012, the payroll processing schedule for all employees, students and PDFs was revised to accommodate the multiple pay cycles completed each month. Pay dates and pay period information is published for your convenience on the HRS website at http://hrs.ualberta.ca/en/PayandTaxInfo/PayInfo.aspx and at http://hrs.ualberta.ca/HiringandManaging/PayAdmin.aspx

AASUA Staff
The December 1-31 monthly pay date will be the second last banking day of the month as it is in all other months of the calendar year. The December pay date is December 28, 2012. Payment information will be available in Beartracks on December 21 and your funds will be available in direct deposit on December 28. Those staff paid by cheque can pick up their cheques from their departments on December 24 or possibly December 21 depending on mail delivery. Cheques can be cashed or deposited on or after December 28, 2012.

NASA Staff, Graduate Students, Postdoctoral Fellows
Staff, students and postdoctoral fellows paid on the semi-monthly cycle will receive their last 2012 pay deposit or pay cheque on December 24th, 2012. That payment covers the period December 1-15th. The last pay period in December (December 16-31) will be paid on January 10, 2013. Please ensure that you submit all casual timesheets to your department no later than December 15th to ensure your time can be processed and paid for the last payment in December.

2013 Tax Changes
The Federal Basic Tax Amount has been increased to $11,038 from $10,822. If you have non-basic tax exemptions, please submit an updated 2013 TD1 Personal Tax Credits Form and if necessary, a 2013 TD1 Provincial Tax Credits form from the Canada Revenue Agency website at http://www.cra-arc.gc.ca/formspubs/frms/td1-eng.html.

CPP (Canada Pension Plan) & EI (Employment Insurance) Premium Renewal
Payroll Operations would like to remind you that beginning in January 2013, your annual CPP and EI premiums will begin again so you will notice an increase in your tax contributions on payments received in 2013.
Public Service Pension Plan (PSPP) Updates from Semi-Monthly Pay
Pension and Benefits would like to remind all NASA and excluded staff paid semi-monthly that your pension reporting for the 2012 pension reporting year will be based on service and contributions made between January 1, 2012 and December 15, 2012. The last pay period of 2012 (December 16-31) will be reported in the 2013 pension year. For more information, please visit http://www.se2.ualberta.ca/en/SemiMonthlyPayCycle/HowWillThisImpactMe/NASA/ImpactsToPension.aspx.

PSPP Rates Increasing January 1, 2013
The employee and employer contribution rates will be increasing January 1, 2013. The rates for both employees and employers are:

<table>
<thead>
<tr>
<th>Contribution Rates Effective January 1, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to YMPE: 11.70%</td>
</tr>
<tr>
<td>Over YMPE: 16.72%</td>
</tr>
<tr>
<td>Year’s Maximum Pensionable Earnings under the Canada Pension Plan. (2013 YMPE= $51,100)</td>
</tr>
</tbody>
</table>

Changes to Support Staff Benefit Programs Effective January 1, 2013
As a result of the 2012 NASA negotiations, an agreement was reached to provide benefited support staff with a Health Spending Account and a Personal Spending Account effective January 1, 2013. For more information, please view Bulletin 2: Support Staff Benefit Program Changes Effective January 1, 2013 at http://www.hrs.ualberta.ca/~media/hrs/Benefits/BenefitsCommittee/SSBC/2012/Bulletin2.pdf or visit the new Support Staff Health Spending Account Webpage or the Support Staff Personal Spending Account webpage on the Human Resource Services website.

Holiday and Winter Closure Dates
The University will be closed from Tuesday, December 25th to Tuesday, January 1st inclusive. Regular hours will resume on Wednesday, January 2nd, 2013. For more information, please visit www.hrs.ualberta.ca/Holidays.

On behalf of the entire staff of Human Resource Services, we wish you all a happy holiday and joyous new year.

Wayne Patterson
Director HR Operations