Declaration *for* Payroll

Tool Kit – Letter to signatory employees

Congratulations!

Have you heard the news? Your employer has just signed the Payroll Declaration.

What does this mean? It means your organization values you and the work you do. They want to make sure they're honouring their end of the commitment you both made when you signed your offer letter; regular pay in exchange for good work.

When your paycheque hits your account, you probably don't think about all the work that went into it. The calculations, the deductions, the taxes and careful attention that goes into every single pay cycle for each and every employee. In fact, you probably don't think about payroll much at all, but the reality is, it's at the heart of every business and is essential for keeping them operating well.

That's why the Declaration for Payroll was created. It outlines the eight essential principles of professional payroll, which are:

1. **Accuracy**
2. **Timeliness**
3. **Transparency**
4. **Security**
5. **Equity**
6. **Compliance**
7. **Disclosure**
8. **Professionalism**

In signing it, your employer has committed to doing their best to upholding these principles when it comes to delivering your hard-earned pay. As a worker, you have more choices than ever when it comes to choosing where you want to work. Organizations are working hard to keep great talent, like you, and are raising the bar to ensure they are a company you enjoy working for. They understand when payroll is handled incorrectly, employee engagement and productivity breaks down, and they're at risk of losing good people.
So let's raise a toast to you! Your organization now belongs on the National Payroll Institute's roster of payroll-forward organizations, and it's all thanks to you and the great work you do.

If you want to learn more about what the Payroll Declaration means, visit our website at **www.payroll.ca/declaration.**

We hope you'll celebrate this with your team.

Sincerely,



Peter Tzanetakis
President | National Payroll Institute