



**CANADIAN  
COLLEGE**  
HEALTH · SCIENCE  
TECHNOLOGY



**Our Grads  
are in  
Demand**

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# Payroll Specialist

- Program:** Payroll clerks collect, verify and process payroll information and determine pay and benefit entitlements for employees within a department, company or other establishment. They are employed by payroll administration companies; federal, provincial and municipal governments; professional and business services such as law and advertising firms; retail and wholesale trade; and many other industries. Commonly used job titles include payroll specialist, benefits officer, payroll administrator, payroll officer and salary administrator. Payroll clerks are usually paid a salary and typically work 9 to 5, Monday through Friday. Positions are generally not unionized in the private sector but are unionized in government environments.
- Duration:** 26 Weeks; 650 hours of instructor led theory
- Curriculum:** Students develop administrative and bookkeeping skills that assist with the maintenance of employee records for hours worked, holidays and overtime. Calculate pay and benefit entitlements, using manual or computerized systems. The student will learn to prepare and verify statements of earnings for employees, benefit payments, process forms and documentation for administration of benefits such as pension plans, holidays, share savings, employment and medical insurance. Preparation of T4 statements and other accounting statements to provide information to employers and employees on payroll matters, benefit plans and collective agreement provisions.
- Registration:** Ongoing
- Admission:** Grade 12 (OSSD at the General level or better) or Mature student  
Good oral and written English skills  
Negative Police Check  
Admissions interview to determine suitability for the program
- Diploma:** Canadian Payroll Association (CPA) Certification  
Private Career College diploma
- Career Path:** Employment entitlements are: Payroll Clerk, Payroll Specialist, Payroll Administrator, Benefits Officer, Pay and Benefits Administrator, Payroll Officer, Salary Administration Officer, Bookkeeper, Accounting & Administration Assistant
- Why Our Grads are in Demand:** Taught by faculty who are practicing professionals  
Practical training is conducted in a supervised professional setting  
Employment opportunities are in demand as per Stats Canada LMI - 2005

Business

## The Canadian College Advantage

Canadian College of Health, Science and Technology (CCHST) is a locally-owned, private career college and the only career college in the Southwestern Ontario region that specializes exclusively in health care and information technology (IT) programs.

Canadian College students like the fact they're taught by instructors who are also employed in the area of specialization they teach. Their day-to-day experiences in the real world provide students with a well-rounded education and in-depth training.

Our small student-to-instructor ratio permits our faculty to focus on you, the student, to ensure we make the best use of your potential and guide you in successfully achieving your education goals. Your course of study will include 'on-the-job' training to ensure you're well-prepared to enter the workforce.

Take a good look into the Canadian College advantage and see why 90% of our grads are working. We make career education fun, and with some of the lowest tuition rates in town, very affordable!

