



# Part-Time Per Diem Appointee Services Report Guide

## General Information

- The Service Report form is collected by Ontario Shared Services (OSS), Ministry of Government and Consumer Services, for the purpose of administering payments to Part Time Per Diem Appointees via the WIN payroll system in accordance with the Canada Revenue Agency pursuant to section 153 of the *Income Tax Act* (R.S.C 1985, c. 1).
- All fields indicated with an asterisk (\*) are required to be filled in. Any Services Reports submitted with missing required fields will not be approved, and may result in payment delays.
- Completed forms are to be submitted to the Ministry/Agency for which services have been provided for approval.
- Payment will be made via Direct Deposit on the nearest pay date **after** approval has been attained and entry made into WIN.

**Important:** Upon completing the Services Report, please retain a copy for your records.

## Notes

Services provided will be calculated and paid through WIN; a Canada Revenue Agency (CRA)-compliant payroll system.

- Income Tax Deductions are controlled by the WIN payroll system in accordance with CRA T4127 – Payroll Deduction Formulas for Computer Programs.
- The CRA provides a Payroll Deductions Online Calculator (PDOC) which can be used to estimate Gross to Net pay; it may not calculate the pay exactly as WIN, as payroll deduction formulas for CRA-compliant computer systems are much more precise. PDOC is available on the [Canada Revenue Agency website](#).
- Additional tax may be withheld upon request by filling out the TD1 and TD1ON forms. Information on these forms is available on the [Canada Revenue Agency – Forms and publications webpage](#).

## Questions and Enquiries

Contact your local ministry or agency representative.

## Details of Service Performed

The following tables are intended to aid in proper data entry into this form. The goal is to enter values in this form as they will be entered into the WIN timesheets.

Time Reporting Code and Description	Rate Based On	Entry Guidelines
Z01 – General per diem	Appointee's daily rate	<p>For hearings, mediations, sittings, general work (etc).</p> <p>If your Ministry/Agency tracks and reports services based on a per diem, then convert hours worked to a per diem quantity based on guidelines for that specific Ministry/Agency. Please contact a Ministry representative for clarification on services reporting business rules.</p> <p>If your Ministry/Agency tracks and reports services based on hours, please select the equivalent hourly code to enter exact hours as opposed to a per diem quantity.</p>

Time Reporting Code and Description	Rate Based On	Entry Guidelines
Z02 – Preparation per diem	Appointee's daily rate	<p>Includes meetings, prep work.</p> <p>If your Ministry/Agency tracks and reports services based on a per diem, then convert hours worked to a per diem quantity based on guidelines for that specific Ministry/Agency. Please contact a Ministry representative for clarification on services reporting business rules.</p> <p>If your Ministry/Agency tracks and reports services based on hours, please select the equivalent hourly code to enter exact hours as opposed to a per diem quantity.</p>
Z03 – Writing per diem	Appointee's daily rate	<p>Writings include: decisions, findings, orders, reports, reserved judgements, blood sample hearings, etc.</p> <p>If your Ministry/Agency tracks and reports services based on a per diem, then convert hours worked to a per diem quantity based on guidelines for that specific Ministry/Agency. Please contact a Ministry representative for clarification on services reporting business rules.</p> <p>If your Ministry/Agency tracks and reports services based on hours, please select the equivalent hourly code to enter exact hours as opposed to a per diem quantity.</p>
Z04 – Training/Conference per diem	Appointee's daily rate	<p>For training sessions and conference attendance, whether as an attendee or presenter.</p> <p>If your Ministry/Agency tracks and reports services based on a per diem, then convert hours worked to a per diem quantity based on guidelines for that specific Ministry/Agency. Please contact a Ministry representative for clarification on services reporting business rules.</p> <p>If your Ministry/Agency tracks and reports services based on hours, please select the equivalent hourly code to enter exact hours as opposed to a per diem quantity.</p>
Z05 – Cancellation per diem	Appointee's daily rate	<p>For cancellation of hearings, sittings, or any other scheduled event. Normally applies only within Ministry-defined notice periods. Requires approval in most cases.</p> <p>If your Ministry/Agency tracks and reports services based on a per diem, then convert hours worked to a per diem quantity based on guidelines for that specific Ministry/Agency. Please contact a Ministry representative for clarification on services reporting business rules.</p> <p>If your Ministry/Agency tracks and reports services based on hours, please select the equivalent hourly code to enter exact hours as opposed to a per diem quantity.</p>
Z06 – Travel time per diem	Appointee's daily rate	<p>For travel based on a per diem rather than hourly rate of pay.</p> <p>If your Ministry/Agency tracks and reports services based on a per diem, then convert hours worked to a per diem quantity based on guidelines for that specific Ministry/Agency. Please contact a Ministry representative for clarification on services reporting business rules.</p> <p>If your Ministry/Agency tracks and reports services based on hours, please select the equivalent hourly code to enter exact hours as opposed to a per diem quantity.</p>

Time Reporting Code and Description	Rate Based On	Entry Guidelines
Z08 – Member meetings per diem	Appointee's daily rate	<p>Intended for use in tracking member meetings.</p> <p>If your Ministry/Agency tracks and reports services based on a per diem, then convert hours worked to a per diem quantity based on guidelines for that specific Ministry/Agency. Please contact a Ministry representative for clarification on services reporting business rules.</p> <p>If your Ministry/Agency tracks and reports services based on hours, please select the equivalent hourly code to enter exact hours as opposed to a per diem quantity.</p>
Z20 – Administrative/Other hours	Appointee's hourly rate	<p>Appointees may be assigned and remunerated in half-hour increments, or for durations of a half-day or one or more full-days, for the following, as assigned by the cluster:</p> <ul style="list-style-type: none"> <li>a) Administrative work</li> <li>b) Participation in teleconferences or other electronic meetings</li> <li>c) Duty or committee work; and</li> <li>d) Other work, including work for the Chair's Office.</li> </ul>
Z21 – General work – per hour	Appointee's hourly rate	<p>For use by ministries that remunerate activities related to hearings, mediations, case work, sittings, etc. on an hourly basis as opposed to a per diem basis.</p> <p>At the discretion of the ministry, an hourly rate is charged for additional hours worked beyond scheduled 3 hours to max of 7.25 hours.</p>
Z22 – Preparation time – per hour	Appointee's hourly rate	<p>At the discretion of the ministry, an hourly rate charged for additional hours worked beyond scheduled 3 hours to max of 7.25 hours.</p> <p>Ministry of Health (MOH) and Ministry of Long-Term Care (MLTC):  15 min increments allowed  15 minutes = 0.25 hours    30 minutes = 0.5 hours  45 minutes = 0.75 hours    60 minutes = 1 hour</p>
Z23 – Writing – per hour	Appointee's hourly rate	<p>For use by ministries that remunerate activities related to writings on an hourly basis as opposed to a per diem basis.</p> <p>At the discretion of the ministry, hourly rate charged for additional hours worked beyond scheduled 3 hours to maximum of 7.25 hours.</p>
Z24 – Training/Conference – per hour	Appointee's hourly rate	<p>For use by ministries that remunerate activities related to training/conferences on an hourly basis as opposed to a per diem basis.</p> <p>At the discretion of the ministry, hourly rate charged for additional hours worked beyond scheduled 3 hours to maximum of 7.25 hours.</p>
Z28 – Member meeting – per hour	Appointee's hourly rate	<p>Intended for use in tracking member meetings.</p> <p>This code allows for hourly billing as opposed to a per diem.</p>
Z51 – Travel time – MOH/MLTC	\$50.00	<p>Ministry of Health and Ministry of Long-Term Care travel per hour. Maximum of \$200 per day to be enforced.</p>
Z52 – Northern travel – MOH/MLTC	\$90.00	<p>MOH and MLTC Honorarium regardless of duration of trip. Based on location.</p>

Time Reporting Code and Description	Rate Based On	Entry Guidelines
Z53 – Travel time – per hour 60% cap	Appointee's hourly rate	<p>Rounds up to the nearest 1/4 hour. Most ministries enforce a 60% per diem maximum, but maximum hours vary (4.35 or 4.5 hours).</p> <p>Manually enforced. Ministry of Children, Community and Social Services: No 60% maximum, 0.5 per diem must travel/work more than 3 hours to claim travel.</p> <p>Full per diem, must travel/work more than 7.5 hours to claim travel.</p>
Z80 – Extra hours	Appointee's hourly rate	<p>Extra Hours worked past scheduled hours, whether scheduled is a quarter, half, three quarter or full per diem.</p> <p>For hearings, sittings, and meetings (etc.)</p>