



Part-Time Per Diem Appointee Services Report Guide for Coroners Services Report

General Information

- The Coroner 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

For information about collection, use and disclosure practices, please call OSS Contact Centre at:

	Telephone Number	Teletypewriter (TTY)
Within the Greater Toronto Area	416-212-2345	416-327-3851
Toll free	1-866-320-1756	1-866-310-7259

Details of Services 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 (TRC) and Description	Rate Based On	Entry Guidelines
Z30 – Investigation fee	\$450.00	Report a value of either 0.50 or 1.00 for each investigation. Greater than 1.00 = Within 180 days: \$450 Less than 0.50 = 181 to 269 days: \$225 Note: 270 days and over: no payment (report TRC Z31)
Z31 – Investigation fee more than 269 days	Not paid	Investigations where the report is issued after 269 days. There is no payment for this entry; as such it is not sent to payroll for processing. Report a value of either 0.50 or 1.00 for each case.

Time Reporting Code (TRC) and Description	Rate Based On	Entry Guidelines
Z32 – Night premium 24:00 – 07:00	\$65.68	Night Premium applies when a coroner receives a call and attends a scene between the hours of 12am and 7am. Only enter the hours between the defined premium bracket. For example, work starts at 10pm and finishes at 2am, report 2 hours to this TRC.
Z33 – Case selection 07:00 – 24:00	\$30.00	Case selection daytime calls between the hours of 7am and 12am. Each case call will be entered as "1" in the timesheet. There can be more than one entry reported per day.
Z34 – Case selection 24:00 – 07:00	\$60.00	Case selection nighttime calls between the hours of 12am and 7am. Each case call will be entered as "1" in the timesheet. There can be more than one entry reported per day.
Z35 – Travel time	\$80.00	Travel time is compensated at a flat rate per 1/2 hour reported. Report if investigating coroner travels a great distance (at least 75 kilometers one way). Must be approved by the Deputy Chief Coroner of Investigations.
Z36 – Additional hours – investigations	\$185.00	Report when additional hours are required to complete investigations. Paid at a flat rate. Time is reported based on hours worked, and may include partial hours (e.g., 3.25 hours).
Z37 – Inquest proceeding (half day)	\$621.00	Flat Fee for reporting inquest proceedings for a half day. This TRC is reported in units on a per case basis, and must be reported with a value of "1" for each case paid at the half day rate.
Z38 – Inquest proceeding (full day)	\$1,139.00	Flat Fee for reporting inquest proceedings for a full day. This TRC is reported in units on a per case basis, and must be reported with a value of "1" for each case paid at the full day rate.
Z39 – Inquest proceeding more than 7 hours	\$185.00	Report when inquest proceeding exceed 7 hours in a day. Paid at a flat rate. Time is reported based on hours worked, and may include partial hours (e.g., 3.25 hours).
Z40 – Pre-inquest preparation and meetings	\$185.00	Maximum 12 hours for a day should be enforced. Paid at a flat rate. For reporting attendance for any meetings such as regional reviews or exceptionally long meeting with a family (minimum 1 hour), as well as preparations required such meetings.
Z41 – Verdicts explanation	\$185.00	Additional compensation for explanation of verdicts, to be capped at 4 hours per instance reported. Time is reported based on hours worked, and may include partial hours (e.g., 3.25 hours).
Z42 – Special witness fee	\$660.00	Report if a Coroner is required to testify at an inquest. Paid at a flat rate. This TRC is reported in units on a per case basis, and must be reported with a value of "1" for each inquest.