



## How do you want to be paid?

Required

### Option 1) Cheque

- 1 Click "Payroll Information" found in the top menu.
- 2 Click the "Payroll Information" tab.
- 3 Click the drop-down menu under "Payment Method".
- 4 Click "Cheque".
- 5 Click "TD1" to continue completing your Payroll Information.

OR

### Option 2) Direct Deposit

**Tip:** You may find the information needed to complete your Direct Deposit information on a blank cheque

- 1 Click "Payroll Information" found in the top menu.
- 2 Click the "Payroll Information" tab.
- 3 Click the drop-down menu under "Payment Method".
- 4 Click "Direct Deposit".
- 5 Click the blank space under "Transit Number" and type this information.
- 6 Click the blank space under "Institution Number" and type this information.
- 7 Click the blank space under "Account Number" and type this information.
- 8 Click "TD1" to continue completing your Payroll Information.



# Income Tax Forms (PAGE 1 of 3)

Required

## Complete your TD1 Required

electionworker  
Worker Portal Home Payroll Information Personal Information Welcome Example Edward

Payroll Information

Payment Information **TD1** TD1SK TD1N (Optional)

Elections Saskatchewan will use this information to determine the amount of your tax deductions. Please fill out this form based on the best estimate of your circumstances. [Click here to refer to the source form from CRA.](#)

Hover your mouse over the line description for the full text description and applicable amounts for each row.

1. **Basic personal amount** - Every resident of Canada can enter a basic personal amount of \$13,000. However, if your net income from all sources will be greater than \$164,430 and you enter \$13,000, you may have an amount owing on your income tax and benefit return at the end of the tax year. If your income from all sources will be greater than \$164,430, you have the option to calculate a partial claim. To do so, fill in the appropriate section of Form TD1-W5, Worksheet for the 2023 Personal Tax Credits Return, and enter the calculated amount here. \$ 13,000

2. **Canada caregiver amount for infirm children under age 18** - Only one parent may claim \$2,499 for each infirm child born in 2006 or later who lives with both parents throughout the year. If the child does not live with both parents throughout the year, the parent who has the right to claim the "Amount for an eligible dependent" on line 8 may also claim the Canada caregiver amount for the child. \$

3. **Age amount** - If you will be 65 or older on December 31, 2023, and your net income for the year from all sources will be \$42,335 or less, enter \$8,396. You may enter a partial amount if your net income for the year will be between \$42,335 and \$98,309. To calculate a partial amount, fill out the line 3 section of Form TD1-W5. \$

4. **Pension income amount** - If you will receive regular pension payments from a pension plan or fund (not including Canada Pension Plan, Quebec Pension Plan, old age security or guaranteed income supplement payments), enter whichever is less: \$2,000 or your estimated annual pension income. \$

5. **Tuition (full time and part time)** - Fill in this section if you are a student at a university or college, or an educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees. Enter the total tuition fees that you will pay if you are a full-time or part-time student. \$

6. **Disability amount** - If you will claim the disability amount on your income tax and benefit return by using Form T2201, Disability Tax Credit Certificate, enter \$9,428. \$

7. **Spouse or common-law partner amount** - Enter the difference between the amount on line 1 plus \$2,499 if your spouse or common-law partner is infirm and your spouse's or common-law partner's estimated net income for the year if both of the following conditions apply:  
• You are supporting your spouse or common-law partner who lives with you  
• Your spouse or common-law partner's net income for the year will be less than the amount on line 1 plus \$2,499 if your spouse or common-law partner is infirm.  
In all cases, go to line 9 if your spouse or common-law partner is infirm and has a net income for the year of \$26,782 or less. \$

8. **Amount for an eligible dependent** - Enter the difference between the amount on line 1 plus \$2,499 if your eligible dependent is infirm and your eligible dependent's estimated net income for the year if all of the following conditions apply:  
• You do not have a spouse or common-law partner, or you have a spouse or common-law partner who does not live with you and who you are not supporting or being supported by  
• You are supporting the dependent who is related to you and lives with you. If:  
• The dependent's net income for the year will be less than the amount on line 1 plus \$2,499 if your dependent is infirm and you cannot claim the Canada caregiver amount for infirm children under 18 years of age for this dependent.  
In all cases, go to line 9 if your dependent is 18 years or older, infirm, and has a net income for the year of \$26,782 or less. \$

9. **Canada caregiver amount for eligible dependent or spouse or common-law partner** - Fill out this section if, at any time in the year, you support an infirm eligible dependent (aged 18 or older) or an infirm spouse or common-law partner whose net income for the year will be \$26,782 or less. To calculate the amount you may enter here, fill out the line 9 section of Form TD1-W5. \$

10. **Canada caregiver amount for dependent(s) age 18 or older** - If, at any time in the year, you support an infirm dependent age 18 or older (other than the spouse or common-law partner or eligible dependent you claimed an amount for on line 7) or could have claimed an amount for if their net income were under \$2,499 whose net income for the year will be \$18,783 or less, enter \$7,999. You may enter a partial amount if their net income for the year will be between \$18,783 and \$26,782. To calculate a partial amount, fill out the line 10 section of Form TD1-W5. This worksheet may also be used to calculate your part of the amount if you are sharing it with another caregiver who supports the same dependent. You may claim this amount for more than one infirm dependent age 18 or older. \$

11. **Amounts transferred from your spouse or common-law partner** - If your spouse or common-law partner will not use all of their age amount, pension income amount, tuition amount, or disability amount on their income tax and benefit return, enter the unused amount. \$

12. **Amounts transferred from a dependent** - If your dependent will not use all of their disability amount on their income tax and benefit return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of their tuition amount on their income tax and benefit return, enter the unused amount. \$

More than one employer or payer at the same time  
If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1 for 2023, you cannot claim them again. If your total income from all sources will be more than the personal tax credits you claimed on another Form TD1, select Yes and do not fill in Lines 2 to 12. ☐ Yes ☐ No

Total income less than total claim amount  
Select Yes if your total income for the year from all employers and payers will be less than your total claim amount. Your employer's or payer's will not deduct tax from your earnings. ☐ Yes ☐ No

For non-resident only (Tick the box that applies to you)  
As a non-resident of Canada, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2023?  
• Yes (Fill out the form) ☐ Yes ☐ No  
• No (do not fill in Lines 2 to 12 as you are not entitled to the personal tax credits.  
Call the International tax and non-resident enquiries line at 1-800-959-8281 if you are unsure of your residency status. ☐ Yes ☐ No

Deduction for living in a prescribed zone  
You may claim any of the following amounts if you live in the Northwest Territories, Nunavut, Yukon, or another prescribed northern zone for more than six months in a row beginning or ending in 2023:  
• \$11.00 for each day that you live in the prescribed northern zone  
• \$22.00 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction  
Employees living in a prescribed intermediate zone may claim 50% of the total of the above amounts. For more information, go to [Canada.ca/taxes-northern-residents](#). \$

Additional tax to be deducted  
You may want to have more tax deducted from each payment if you receive other income such as non-employment income from CPP or QPP benefits, or old age security pension. You may have less tax to pay when you file your income tax and benefit return by doing this. Enter the additional tax amount you want deducted from each payment to choose this option. You may fill out a new Form TD1 to change this deduction later. \$

☒ I certify that the information given on this form is correct and complete. ☐

Submit Cancel

Please complete each of the Payment Information, TD1 and TD1SK tabs before clicking Submit

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- 1 Click "Payroll Information" found in the top menu.
- 2 Click the "TD1" tab.
- 3 Read sections 1-12 of this page carefully, and type any amounts that apply to you.
- 4 After completing sections 1-12, continue to carefully read the remaining sections:
  - More than one employer or payer at the same time
  - Total income less than total claim amount
  - For non-resident only
  - Deduction for living in prescribed zone
  - Additional tax to be deducted
- 5 Complete the remaining sections by clicking "yes" or "no" and by typing the amounts that apply to you.
- 6 After completing this form with information that is correct, click the check box beside "I certify that the information given on this form is correct and complete".
- 7 Click "TD1SK" to continue completing your Payroll Information.



# Income Tax Forms (PAGE 2 of 3)

Required

## Complete your TD1SK Required

- 1 Click "Payroll Information" found in the top menu.
- 2 Click the "TD1SK" tab.
- 3 Read sections 1-12 of this page carefully, and type any amounts that apply to you.
- 4 After completing sections 1-12, continue to carefully read the remaining sections:
  - More than one employer or payer at the same time
  - Total income less than total claim amount
- 5 Complete the remaining sections by clicking "yes" or "no" and by typing the amounts that apply to you.
- 6 After completing this form with information that is correct, click the check box beside "I certify that the information given on this form is correct and complete".
- 7 Click "Submit" to complete your Payroll Information submission.



## Income Tax Forms (PAGE 3 of 3)

Required

### Complete your TD1IN Optional

Please complete this form if you are registered under the Indian Act AND are working on a reserve.

The screenshot shows the 'Payroll Information' section of the 'electionworker' portal. The 'TD1IN (Optional)' tab is selected. The form contains the following text and fields:

Payment Information   TD1   TD1SK   **TD1IN (Optional)**

Complete this form only if you are registered under the Indian Act and you will be performing your employment duties on a reserve.  
[Click here to refer to the source form from CRA](#)

Are you registered under the Indian Act?  
☒ Yes   ☐ No

Are you a treaty beneficiary of a First Nation with a final or self-government agreement that ends the tax exemption under section 87 of the Indian Act?  
☐ Yes   ☒ No

1.4 Do you live on a reserve? This means it is your principal place of residence and is the centre of your daily routine.  
☒ Yes   ☐ No

☒ I certify that the following information is correct and complete:

- I am registered under the Indian Act
- I am not a treaty beneficiary of a First Nation with a final or self-government agreement that ends the tax exemption under section 87 of the Indian Act
- If I answered yes in section 1.4, I live on a reserve, it is my principal place of residence and is the centre of my daily routine

 

Please complete each of the Payment Information, TD1 and TD1SK tabs before clicking Submit

- 1 Click "Payroll Information" found in the top menu.
- 2 Click the "TD1SK" tab.
- 3 Read sections 1-12 of this page carefully, and type any amounts that apply to you.
- 4 After completing sections 1-12, continue to carefully read the remaining sections:
  - More than one employer or payer at the same time
  - Total income less than total claim amount
- 5 Complete the remaining sections by clicking "yes" or "no" and by typing the amounts that apply to you.
- 6 After completing this form with information that is correct, click the check box beside "I certify that the information given on this form is correct and complete".
- 7 Click "Submit" after completing all *Payroll Information* sections.



## Personal Information

Required

Complete the following:

The screenshot shows the 'Personal Information' form in the 'electionworker' portal. The form is titled 'Profile' and includes a 'Your Position(s)' dropdown set to 'County Returning Officer'. The 'Personal Information' section contains fields for First Name (Edward), Last Name (Example), Date of Birth (1993-03-27), Residential Address, City (Example), Province (Saskatchewan), and Postal Code (S7N 1A1). The 'Mailing Address' section has a checkbox for 'Same as Residential Address' and fields for Address 1, Address 2, and Address 3. The 'Emergency Contact' section includes fields for First Name, Last Name, and Telephone. The 'Assigned Constituency' and 'Assigned Poll' sections both show 'ARM RIVER'. The 'Home Constituency' section also shows 'ARM RIVER'. The 'Demographic Information' section includes a checkbox for 'Aboriginal person', a checkbox for 'Member of a visible minority group', a checkbox for 'Person with a disability', a checkbox for 'Women', and a checkbox for 'I choose not to self declare'. The 'Authorization to Share Information' section includes a checkbox for 'Do you consent to allow Elections Saskatchewan to share your contact information with other election management bodies?' and a 'Yes' button. The form has 'Save' and 'Cancel' buttons at the bottom.

1 Click "Personal Information" found in the top menu.

2 Complete the following mandatory fields by clicking the blank area below it and typing your information:

- First Name
- Last Name
- Date of Birth
- Mailing Address
- City
- Province
- Postal Code
- A minimum of one (1) phone number
- Email Address
- Social Insurance Number

Please note: the mandatory fields display a ' \* ' including the following

3 Complete all other sections at your own discretion.

4 After completing this form with information that is correct, click "Submit" at the bottom of the screen.



## Need Help? Contact ESK

Complete the following:

The screenshot shows the 'Missing Information' page of the Election Worker Portal. The user is logged in as 'Example Edward'. The 'Contact ESK' link in the top right corner is highlighted in orange, indicating it is the next step in the process.

1 Click your name displayed in orange font found in the top right of your screen.

2 Click "Contact ESK".

3 Click the blank space beside the title "Subject" and type the subject of your message to ESK.

4 Click the blank space beside the title "Message" and type the message you would like to send to ESK.

5 Click "Submit".

The screenshot shows the 'Contact' page of the Election Worker Portal. The user is prompted to send a message to Elections Saskatchewan Proof of Concept. The 'To' field is pre-filled with 'registration@elections.sk.ca'. The 'Subject' field is highlighted in yellow, indicating it is the next step in the process.



## Find General Information

### Missing Information

- 1 Click "Home" found in the top menu.
- 2 Review any missing information from your profile listed under "Missing Information".
- 3 Complete any missing information by navigating the sections listed.

### Application Status

- 1 Click "Home" found in the top menu.
- 2 Find your current application status under "Application Status".

### Your Work Schedule

- 1 Click "Home" found in the top menu.
- 2 Find your current work schedule under "Your Work Schedule".