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Welcome to G4S

November 1st is finally here. Tomorrow will be our big day! We at G4S have been looking forward to actually stepping in and getting started at making a difference. After we finished signing you all on by the end of October, our team has been working very hard to get ready for November 1st.

Starting Tuesday, we will be working together and building on improving the best screening operations in the country. Our support team, with colleagues from all over Canada and the US, will be at YVR, as well as travelling the region. They are all excited about meeting you again, this time there where it really happens: the screening operation.

This will be the last edition of G4S Transition News but we will continue to communicate with you throughout your employment. In the coming weeks we will share some of the highlights of this exciting period. We would also like you to know that we will always welcome your feedback.

Let's all show what we can do starting November 1st!

Remco Loevendie
COO

Contacting G4S

Toll Free Phone:

1-888-717-4447

Press "0" for assistance

Attendance Line for YVR:

Change in phone number

Attendance line for YVR: If for whatever reason you are not able to make your scheduled shift you can contact us at the attendance line at **778-874 -5124**. The procedure and numbers for the other airports remain the same.

For general questions email:

Aviation.questions@ca.g4s.com

For questions regarding pay and benefits email:

Aviation.pay@ca.g4s.com

G4S Careers Site:

www.g4s.ca/en-ca/Careers (English)

www.g4s.ca/fr-ca/Careers (français)

To send resumes:

Aviation.resumes@ca.g4s.com

Please note that copies of past issues of G4S Transition News, in both English and French, can be found on the G4S Careers Site.

Important Information Regarding Pay and Benefits

G4S would like to ensure that the transition of employment from your current employer to G4S goes as smoothly as possible. The [G4S Transition News](#) is one way to communicate important information regarding your employment with G4S. As such, please note the following information regarding your pay:

- G4S pays on Fridays, not Thursdays.
- The definition of a pay period from G4S is as follows:
 - A two-week pay period starts 00:00 AM Sunday to 11:59 PM Saturday. These are the two weeks prior to your pay day.
- The first pay day will be for hours worked from November 1st up to and including November 5th. The remainder of the two week period will be paid by your current employer.
- BC Medical Service Plans (MSP) will be paid as per current practice

Payroll & Benefits Q&A

G4S has a dedicated aviation payroll team, fully focussed on ensuring that problems with payroll don't arise. It's understandable that there will be some initial questions, but hopefully many of the answers can be found below:

Q: When will I get paid?

A: The first payment you see from G4S will be in your bank account on the 10th of November, the second payment will be on the 25th of November, with subsequent payments made biweekly thereafter.

Q: Will the amount of pay I receive change?

A: Yes, unfortunately we are required by Revenue Canada to deduct Employment Insurance and Canada Pension Plan so for those employees who have already reached their annual maximums, these deductions will start up again with G4S. However, when you file your income tax return next year, you will receive this money back from the Government.

Q: How will I be paid?

A: By electronic transfer direct to your bank account.

Q: How will I receive my pay slip?

A: Initially, these will be hard copies and should be with you no later than the day you receive your pay. Over time we recommend that you move to an electronic format, as explained in your hiring package and during the welcome sessions.

Q: What do I do if I've got a query regarding my pay?

A: There is a dedicated email address for any payroll queries, aviation.pay@ca.g4s.com. All queries sent to this email address will be investigated and receive a response detailing the results of that investigation and any actions to be taken.

Q: I am a member of the IAM&AW union. What will happen with my benefits and Pension/RRSP?

A: Benefits and Pension/RRSP's will remain status quo.

Q: I am not a member of the IAM&AW union. What will happen with my benefits and Pension/RRSP?

A: We have arranged for benefit coverage under Manulife Financial Group Benefits. You will be receiving all pertinent information regarding these benefits, at your base, on November 1, 2011.

Q: If I signed up for an automatic, voluntary charity payroll deduction, will I be provided with a receipt showing the total amount donated for tax purposes?

A: It will be reflected on your T4 slip in box 46

What Will my Pay Slip Look Like?

STATEMENT

RB MASON Employee #0020 001503 Department #03 Employer #4000 Period End 2003/05/31 Payday 2003/05/31 Sequence 55158603

Pay period end date → Pay date →

STATEMENT OF EARNINGS BULLETIN DE PAIE					EMPLOYEE DEDUCTIONS AND EMPLOYER CONTRIBUTIONS RETENUES DE L'EMPLOIE ET COTISATIONS PATRONALES					
TYPE	HOURS HEURES	RATE TAUX	AMOUNT MONTANT	Y.T.D. A JOUR	TYPE	CURRENT COURANT	Y.T.D. A JOUR	TYPE	CURRENT COURANT	Y.T.D. A JOUR
REG. EARN	86.66	10.578	916.67	22,000.08	FED TAX	160.57	3,974.64	DENTAL-ER	5.00	120.00
OVERTIME	4.00	15.867	63.47	63.47	CPP	32.54	723.92			
					EI	23.52	529.53			
					COFFEE	1.00	24.00			
					CHARITY	10.00	120.00			
					DENTAL	5.00	120.00			
					EX DEDNS	20.00	60.00			

Statement of earnings →

Company messages → HAVE A SAFE & HAPPY NEW YEAR

Current & year-to-date amounts →

SUMMARY SOMMAIRE	GROSS PAY PAIE BRUTE	DEDUCTIONS RETENUES	NET PAY PAIE NETTE	NET PAY ALLOCATION		DETAILS DE LA PAIE NETTE
Current	980.14	252.63	727.51	\$727.51	DEPOSIT	(INST. #, TRANSIT #, ACCOUNT #)
Year-to-date	22,063.55	5,552.09	16,511.46			
Cumul annual						

Employee deductions & Employer contributions →

Employer name → JH MASON COMPANY LTD
125 GARRY STREET
WINNIPEG MANITOBA R3N 4G5

Employee's name & address → RB MASON
654 ASH STREET
WINNIPEG, MANITOBA R3N 4G5

CONTENTS IMPORTANT - DO NOT DESTROY
DOCUMENT IMPORTANT - NE PAS DETRUIRE
CONFIDENTIAL/CONFIDENTIEL

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Who's Who in the Regional Airports?

Airport	Region	Regional Service Delivery Manager	Base Administrator
Terrace	North Pacific	Lisa Roufousse	Debbie Walsh
Smithers			Annie Junkin
Prince Rupert			Virginia Torio
Sandspit			Brian Charman
Prince George	East Pacific	Don Roberts (temp)	Twila McMillian
Fort St. John			Brian Cummings
Williams Lake			Brian Polehoyka
Dawson Creek			Deborah Veitch
Quesnel			Robert Zimmerman
Abbotsford	South Pacific	Renee Simmons	Nicole Miller
Kamloops			Gary Dhillon
Penticton			Norma Lowe
Cranbrook			Betty Lou Barnett
Castlegar			David Mah
Campbell River	West Pacific	Shirley Smith	Tony DeHass
Nanaimo			Karen McDermitt
Comox			Ronald Ross
Kelowna		Cindy Villich	
Victoria International		Jean Jacobson	
Whitehorse		Paranjit Grewal	

In a previous edition we introduced Tom Andersson, the Director of Operations for the region. During the transition period he will be assisted by Don Roberts, from our US support team.

A Note from the Training Department

G4S is committed to hiring and retaining the best people. Training is essential to helping our employees grow with the company. A dedicated Training Manager will be part of the team working in the Pacific Region. We are pleased to announce that Diane Klein, previously Learning and Performance Advisor at CATSA, has accepted a position with G4S and will be joining our growing family. We are excited to have Diane on board. Her experience with CATSA and the airline industry in general will be a great asset.

We have been impressed by the commitment and depth of knowledge CATSA brings to its Foundations course and Security Screener training programs. We have thus far conducted two management training classes at YVR for the managers that have joined the G4S family. We will be conducting additional classes in the coming weeks to ensure that all of our managers and regional staff are fully trained.

As we continue to move forward, we will be providing training on topics such as customer service, effective assertion, supervisory and management techniques. We also intend to support our Screeners in meeting their re-certification obligations to CATSA. We appreciate your commitment and dedication to protecting the traveling public.

