

JobConnect Posting Instructions

For Employers



Step 1

- Go to the Canadian Payroll Association's Website at www.payroll.ca and choose English or French.

The Canadian Payroll Association (CPA) is the national association that has been representing employer payroll interests in Canada since 1978. The CPA is influential, affecting payroll legislative policies and practices in hundreds of thousands of small, medium and large employers, and payroll service and software providers.

**Payroll Leadership
through Advocacy And
Education**



L'Association canadienne de la paie (ACP) représente les intérêts des employeurs dans le secteur de la paie depuis 1978. L'ACP a une grande influence; elle oriente les pratiques et objectifs législatifs de paie chez une centaine de milliers d'employeurs des petites, moyennes et grandes entreprises ainsi que celles des fournisseurs de services et de logiciels de paie.

**Chef de file en matière
de paie au moyen de la
représentation et de la
formation**

Step 2

- If you are a member of the CPA, login to the website using your **User ID** (five or six digit number) and **Password**. The login is located on the right hand side of the page.

The screenshot shows the CPA website interface. At the top right, there is a 'Log In' button. A green arrow points from the text 'login to the website' in the preceding list item to this button. Below the navigation bar, there is a search box and a menu with items like 'About the CPA', 'Membership', 'Certification', 'Professional Development', 'Resources', 'JobConnect', 'CPA Events', and 'Media Room'. The main content area features a 'Join the CPA Today!' banner with a woman's photo and a 'Click Here for More Info!' button. To the right is a banner for 'EDMONTON 2011 A FESTIVAL OF PAYROLL'. At the bottom, there are sections for 'TIP OF THE WEEK', 'CPA ANNOUNCEMENTS', and 'QUICK LINKS'.

Step 2

- If you have forgotten your password, there is an area where it can be reset and sent to your email address.

The screenshot shows the CPA website's login page. At the top left is the CPA/ACP logo. The top right contains navigation links: Français, Help, Site Map, Contact Us, My Profile, and a Log In button. Below this is a search bar with the text 'Keyword Search' and a SEARCH button. A horizontal menu contains links for About the CPA, Membership, Certification, Professional Development, Resources, JobConnect, CPA Events, and Media Room. The breadcrumb trail reads 'Home / Membership'. On the left, a 'Membership' sidebar lists: The Benefits of Membership, Membership Categories, Become a CPA Member, and My Profile. The main content area is titled 'CPA LOGIN' and contains the message: 'This area of the site is password protected.' Below this is a grey box with the text 'Enter login information here.' and two input fields: 'CPA Number:' and 'Password:'. A 'Login' button is positioned below the password field. To the right of the input fields, there is a link: 'If you do not have a password or have forgotten your password, [click here](#).' Below this link is another line of text: 'To join the CPA visit the [Become a Member Today](#) page.' At the bottom, a 'Note' states: 'Your password protects your personal information and should be kept confidential at all times. You should not share it with anyone, including other people in your organization.'

Step 2

- If you are not a member of the CPA, click on the JobConnect icon on the top menu bar.



Step 3

- Once logged-in, click on the JobConnect icon on the main menu.



Step 3

- You should then be at the following page.

THE CANADIAN PAYROLL ASSOCIATION **CPA** **ACP** L'ASSOCIATION CANADIENNE DE LA PAIE **JOBCONNECT™**

Français | Help | Site Map | Contact Us | My Profile | Log In

Keyword Search **SEARCH**

About the CPA | Membership | Certification | Professional Development | Resources | JobConnect | CPA Events | Media Room

Home/ JobConnect

WELCOME TO JOBCONNECT

JobConnect is designed to help employers solve staffing needs and to assist candidates seeking new job opportunities. Whether you are currently searching, passively seeking or waiting for the dream job, JobConnect is the best career resource for your needs. Employers post your jobs and find qualified candidates today!

Employers

- Post your jobs: [CPA Members \(save 20%\)](#) | [Non-Members](#)
- Create a new account as a [CPA Member](#) | [Non-Member](#)
- Login to my account as a [CPA Member](#) | [Non-Member](#)
- View our [Rate Plans](#)

Job Seekers

- [Search and apply for jobs](#)
- [Post your resume](#)
- [Login to my account](#)
- [Create a new account](#)

CPA Resources

- [CPM & PCP Certification](#)
- [Membership Information](#)
- [Robert Half Salary Guide](#)

FAQs & Tutorials

- [Tutorials for JobSeekers](#)
- [Tutorials for Employers](#)
- [Employer FAQs](#)
- [Job Seeker FAQs](#)
- [Advice for Job Seekers](#)

LATEST CAREER OPPORTUNITIES

Job Location: Canada-Northwest Territories-Yellowknife
Job Stream: Payroll Manager
Posting Date: 24-Mar-2011

Benefits Administrator - Contract
Job Location: Canada-Ontario-Toronto
Job Stream: Payroll Practitioner
Posting Date: 24-Mar-2011

Payroll & Benefits Advisor
Job Location: Canada-Alberta-Calgary

TECHNICAL SUPPORT

Toll Free: 1-888-641-4047

Email: jobconnect@payroll.ca

Step 4

- In order to post a job, under **'Create a New Account'** click on either the Member or Non-member link, depending on your company's membership status.

WELCOME TO JOBCONNECT

JobConnect is designed to help employers solve staffing needs and to assist candidates seeking new jobs. JobConnect is the best career resource for your need:

Employers	
Post your jobs: CPA Members (save 20%)	Non-Members
Create a new account as a CPA Member	Non-Member
Login to my account as a CPA Member	Non-Member
View our Rate Plans	

Job Seekers

LA
Job
Yel
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Pos
Be
Job

Step 5

- This next screen must be filled out. All fields with a '*' beside them are mandatory.

[Français](#) | [Help](#) | [Site Map](#) | [Contact Us](#) | [My Profile](#) | [Log in](#)

[Keyword Search](#) [SEARCH](#)

[About the CPA](#) | [Membership](#) | [Certification](#) | [Professional Development](#) | [Resources](#) | [JobConnect](#) | [CPA Events](#) | [Media Room](#)

[REGISTER NOW!](#) | [HELP](#)

you are here > [employer home](#) > [register now](#)

Employer Sign-Up

[Review our pricing packages](#)

All fields are required unless otherwise indicated.

Primary Contact

<p>First Name *</p> <input type="text"/>	<p>Last Name *</p> <input type="text"/>
<p>Title *</p> <input type="text"/>	<p>Email Address *</p> <input type="text"/> <p><small>(Invoice/receipt will be sent to this email address)</small></p>
<p>Work Phone *</p> <input type="text"/>	<p>Work Fax (optional)</p> <input type="text"/>
<p>Create a Username *</p> <input type="text"/> <p><small>(minimum of 3 characters)</small></p>	
<p>Create a Password *</p> <input type="text"/>	<p>Password Confirm: *</p> <input type="text"/>

Step 5

- One important point from the previous screen is to create a *JobConnect specific* **User name** and **Password**. It can be kept the same as your existing CPA User ID and password, **but it will still need to be reentered.**
- Check all boxes to make sure it has been entered correctly and that nothing has been omitted.

Step 6

- The next step will be to purchase the job package that fits your company's needs.

you are here > [employer home](#) > service selection form

Service Selection Form

Please complete the following order form and click calculate.

When completed, you will be linked to your personal desktop, where you will be able to post your job(s) or use the resume database immediately.

All fees in Canadian dollars, all fees subject to sales tax. More detailed service descriptions can be found on the [pricing page](#).

Promotion Bundle Packages

Select	Item	Non-Member	Member
<input type="checkbox"/>	1 Job Post and 1 month Resume Database Access	\$700.00	\$525.00

Job Posting Packages

Select	Item	Non-Member	Member
<input type="checkbox"/>	Single Job Post	\$300.00	\$225.00
<input type="checkbox"/>	3-Job Pack	\$810.00	\$607.50
<input type="checkbox"/>	5-Job Pack	\$1,200.00	\$900.00
<input type="checkbox"/>	10-Job Pack	\$2,100.00	\$1,575.00

Resume Database Access

Select	Item	Non-Member	Member
<input type="checkbox"/>			

Step 6

- After selecting the type of job package that your company needs, the next screen will allow you to fill in payment details.
- Postings can be paid for by credit card (Visa, Mastercard, Amex) and need to be purchased before they are posted.

Step 7

- After purchasing job posting credits, the next screen that should be used is the employer home.

THE CANADIAN PAYROLL ASSOCIATION CPA ACP L'ASSOCIATION CANADIENNE DE LA PAIE **JOBCONNECT™**

Français | Help | Site Map | Contact Us | My Profile | Log In

Keyword Search **SEARCH**

About the CPA | Membership | Certification | Professional Development | Resources | JobConnect | CPA Events | Media Room

TOOLBOX | POST A JOB | HELP | LOG OUT

you are here > employer home > toolbox

Toolbox

Welcome Jamie Finlay from JobConnect™

Candidate Management

Review Applicants

Old(New): 0 (3)

Search Canadian Payroll Association JobConnect™ Candidates

Job Seekers Administration

Recruiters Administration

Customize

Edit Username and Password

Add/Edit Personal Defaults

Edit Company Defaults

Add/Edit User

Add/Edit Auto-Acknowledgement Emails

Edit Candidate Update Reminder

Career Site Setup

Client Administration

Jobs Management

Post a Job

View/Edit My Jobs

Purchase Additional Jobs Or Services

Canadian Payroll Association JobConnect™ summary:

You have 4 posted jobs

Your firm has 4 posted jobs

Step 7

- Click on **'Post a Job'** to post a new position

The screenshot displays the JobConnect™ website interface. At the top, there are logos for 'THE CANADIAN PAYROLL ASSOCIATION CPA ACP' and 'L'ASSOCIATION CANADIENNE DE LA PAIE'. A navigation menu includes links for 'Français', 'Help', 'Site Map', 'Contact Us', 'My Profile', and 'Log In'. A search bar with the text 'Keyword Search' and a 'SEARCH' button is present. Below the navigation, a breadcrumb trail reads 'you are here > employer home > toolbox'. The main content area is titled 'Toolbox' and includes a welcome message: 'Welcome Jamie Finlay from JobConnect™'. The interface is divided into several sections: 'Candidate Management' (with sub-links for 'Review Applicants', 'Search Canadian Payroll Association JobConnect™ Candidates', 'Job Seekers Administration', and 'Recruiters Administration'), 'Customize' (with sub-links for 'Edit Username and Password', 'Add/Edit Personal Defaults', 'Edit Company Defaults', 'Add/Edit User', 'Add/Edit Auto-Acknowledgement Emails', 'Edit Candidate Update Reminder', 'Career Site Setup', 'Client Administration', and 'CareerSite Customer Admin'), 'Reports' (with 'Employer Statistics Report'), 'Invoice/Receipt History' (with 'Invoice/Receipt History'), and 'Jobs Management' (with 'Post a Job', 'View/Edit My Jobs', and 'Purchase Additional Jobs Or Services'). A green arrow points from the 'Post a Job' button in the Jobs Management section to the text 'Click on 'Post a Job'' in the list above. A summary box for 'Canadian Payroll Association JobConnect™ summary' shows 'You have 4 posted jobs', 'Your firm has 4 posted jobs', and 'Your firm has unlimited job posts'.

Step 8

- On the next screen, enter details of the job.

The screenshot shows the 'Post A Job' page on the JobConnect website. At the top, there are logos for 'THE CANADIAN PAYROLL ASSOCIATION CPA ACP' and 'L'ASSOCIATION CANADIENNE DE LA PAIE ACP', along with the 'JOBCONNECT' logo. Navigation links include 'Français | Help | Site Map | Contact Us | My Profile | Log In' and a 'Keyword Search' box with a 'SEARCH' button. A menu bar contains 'About the CPA', 'Membership', 'Certification', 'Professional Development', 'Resources', 'JobConnect', 'CPA Events', and 'Media Room'. Below this is a 'TOOLBOX POST A JOB HELP LOG OUT' bar. The breadcrumb trail reads 'you are here > employer home > toolbox > post a job'. The main heading is 'Post A Job' with the instruction 'Please fill in the required information for your job post. All fields are required unless otherwise indicated.' The 'Internal Tracking' section includes a 'Reference Number' text box and a 'Job Author' dropdown menu set to 'Customer Service'. A note states: '(this optional field lets you create a unique ID number so you can reference your job more easily)'. The 'Job Details' section has a 'Job Title (English)' text box with 'EN' in a small box, and an unchecked 'Job Title (French)' checkbox. Below are 'Job Stream' (dropdown: 'Payroll Manager') and 'Open Positions' (dropdown: '1'). At the bottom, there are three date fields: 'Start Date' (ASAP), 'Posting Date' (28-Mar-2011), and 'Expiry Date' (27-Apr-2011). Each date field has a note below it: '(DD-MMM-YYYY or ASAP)', '(DD-MMM-YYYY)', and '(DD-MMM-YYYY)' respectively. A 'Job Type*' label is partially visible at the bottom left.

Step 8

- One tip during posting is to click on the **'Format Job Description Text'** box and paste the job description into the pop-up that appears. This allows all formatting to stay on the text of the job opening. Otherwise, the text will have to be reformatted.
- The posting can be made confidential by hiding all of the information at the bottom of the page. All check boxes must be selected for the posting to be confidential.

Step 9

- The next screen allows the employer to specify skills and past positions held in payroll that helps better match applicants to the position.
- After these have been selected, it is wise to review the posting for any errors or omissions.
- If acceptable the job can be posted by clicking on **'Post Job'**.

Step 10

- Do a job search to review your company's posting.



Search
Jobs

- This will ensure it is formatted correctly and has been posted to JobConnect.
- Postings should appear immediately after submitting the job as there is no wait for approval.

Troubleshooting

- If problems occur with the technical aspect of JobConnect, please contact Workopolis Niche networks at 416-957-8310. They can also be emailed at jobconnect@payroll.ca.
- If you are having difficulty with your CPA User ID, please contact member services at 416-487-3380 x 118 or toll free 1-800-387-4693 x 118.