

ELECTRONIC INTERPRETERS' INVOICING

Raphael Leong

Manager, Court Administration
Ontario Court of Justice,
Provincial Offences Office



Before the Electronic Invoicing:

- The Interpreter coordinator had to manual fill in the interpret invoices daily (Saturday week ending, language, service date, case name, time in)
- Interpreters would then pick up & manual fill in invoices; the Court Clerk Monitors then had to initial & verify time out in court
- Monitors had to accept & file invoices
- The Supervisors had to collect, verify, manually calculate & approve invoices twice a month
- The Supervisor would save a copy for court records, send a copy through Finance using interoffice mail for verification purposes
- Finance would then verify & send to A/P to process payment or send back to Court Administration to correct/complete invoices

- Form to be completed by the Interpreter
- Inability to fully complete this document may slow down the approval and payment process.
- Invoice/s will be paid bi-monthly. **Submit invoice/s weekly.**

Ontario Court of Justice, Provincial Offences Office
City of Mississauga
P.O. Box 527, Station "A"
950 Burnhamthorpe Road West
Mississauga, Ontario L5C 3B4
Phone: 905-615-4500 FAX: 905-615-4587



Invoice Number

08068

PRINT CLEARLY

Interpreter (Last Name)

(First Name)

Saturday (Week Ending) (Year Month Day)

Address (Number and Street Name)

Language

Ontario

City

Postal Code

HST#

FOR OFFICE USE ONLY

Date Service Performed Year Month Day	Case Name	Billable Hours				Transportation		Additional Charges		Total \$
		Court Room Number	Scheduled Court Commencement Time	Final Adjournment Time	Court Clerk Initials	Total Billable Charge \$	Kilometer Charged \$	HST \$	Add Additional Authorized Expenses \$	
						Total	Total	Total	Total	

I, as the Interpreter, certify that I was in attendance in court as described above

I, as the Interpreter, certify that I was in attendance in court as described above

Interpreter (Signature)

Date (Year Month Day)

Verified by: Supervisor, Court Administration

Date (Year Month Day)

Approved by: Supervisor, Accounting

Date (Year Month Day)

1-715606-22398

Total Payable \$

Electronic Invoicing

- Interpreters claim their own expenses by filling in the interpreter invoicing applications (E-city form) by phone or by computer
- The application automatically calculates expenses interpreters are eligible to get.
- Monitor clerks check interpreter attendance & enter their time out in SharePoint.
- Once the claim is completed & submitted, an email notification will be sent to interpreter & supervisor for record & reference purposes
- Supervisor verifies interpreter time in Court; an automated calculation is made; an electronic expense report is generated to Accounts Payable to approve once a week.
- Over-ride option is available.

BENEFITS

- Paperless Invoicing Process increases staff productivity and performance
- Less manual work for the Interpreter Coordinator to fill in invoices & for the Supervisors to verify and calculate invoices manually
- Cost savings of printing interpreters' invoices (3 sheets per invoice)
- Labour saving costs with a significant reduction in staff/supervisor's time to work on interpreter 's invoices
- Expenses are now automatically calculated, which increases accuracy & reduces calculation errors.
- Significant reduction of interpreters' processing time from twice a month to once per week, so interpreters get paid faster
- Invoices are stored in a way that is convenient to retrieve documents when needed & ensures the safety/ security of documents

HOW DOES IT WORK?

- Link to claim form:
<https://forms.mississauga.ca/interpreter>
- Fields with (*) are required fields. All required fields need to be filled out before the form can be submitted
- Interpreters can claim ONLY one invoice/form per service date
- Form can be claimed by computer, phone or tablet

Interpreter Invoice



The invoice amounts the charges incurred by the Interpreter per day.
Note: Please ensure you are using the latest version of your internet browser.

* Required field

Date of Service*:

 

Select your service date for payment (the date you were scheduled and appeared for assignment(s) in court). You can only select the current or previous date of service

Interpreter First Name*:

 

Interpreter Last Name*:

 

Email*:

 

Phone Number*:

 

Address (Number and Street Name)*:

 

HST Number (leave empty if not applicable):

 

Enter your HST number (9 digits) or leave it blank if you do not have one

Meal Expense

☐ extra charge for meal

Additional Expense

☐ other additional expenses

Billable Hours

I, as the interpreter, certify that I was in attendance in court as described below.

Fill-in information here: The name of the case, Language, Courtroom, Start time & End time in areas provided

[Add Billable Time](#) | [Remove Billable Time](#)

☐ I agree with the following Terms and Conditions:

The information set forth in this application is true and complete to the best of my knowledge.

I understand that any falsified statements on this application or inability to provide documentation upon request can result in termination or any nonpayment by the City of Mississauga.

I also understand that the information provided may be utilised for evaluation/research purposes and I may be contacted by email/ post mail/phone to provide feedback.

Privacy Statement

Personal information on this form is collected by the City of Mississauga under the authority of Section 11 of the Municipal Act, 2001. If you have any enquiries, please contact the interpreter coordinator at interpreter.scheduler@mississauga.ca.

By clicking Submit, you will receive a thank you email with a confirmation number within 10 minutes. It is your responsibility to check your spam or junk mail folder for this acknowledgement.

Submit

Interpreter Invoice

Thank you for submitting your claim. Please keep this confirmation number as a record of receipt for future inquiries.

Confirmation Number:
INT-180827-LNHEB

Finish

Thank you note with your confirmation number after clicking "**Submit**"

Once clicking submit, interpreters receive the following email which are advised to retain the confirmation number for their records and for reference purposes.

From:  noreply@mississauga.ca
To:  Jennifer Dang
Cc:
Subject: Interpreter Invoice Application - INT-180827-LNHEB

Thank you for submitting your claim.

Please keep this confirmation number as a record of receipt for future inquiries.

Confirmation Number: INT-180827-LNHEB

Thank you for claiming your interpreter invoice online. Please keep in mind that:

- ✓ **Important:** Please note that interpreters must complete an Electronic Fund Transfer (EFT) form to become a registered vendor for the Corporation for the City of Mississauga. You will have until **September 28/2018** to complete this form if you have not completed it before. Interpreters without a registered vendor number will no longer be used.
- ✓ Please update any changes with your HST & SIN , residential address, bank information in the EFT form.