

Understanding your Pay Advice

The new pay advice (stub) has been designed to provide as much information as possible to report earnings and deductions sufficiently to allow you to confirm that you have received the appropriate compensation.

Section 1

Pay Group: There are four pay groups which may be displayed, R10 -CUPE 10 month employees, R12 - All employees who work all year, TEA- Teachers, SUB - All substitutes and other employees who work on an as needed basis.

Pay Begin Date and Pay End Date: Pay period for which you are paid.

Business Unit: This value indicated the School Board from which you are paid. You will see one of the following values: EASTD- Eastern School District, WESTB – Western School Board and FRNCH – La Commission scolaire de langue française

Advice Number: Number assigned to your pay advice, similar to a cheque number. Please use this number when inquiring about your pay.

Advice Date: Date of deposit.

Section 2

This section contains personal and job related data such as your name and address, your employee number, the department to which you are assigned, work location, job title and rate of pay.

Tax Data:

This section outlines your tax information as it is set up within the payroll system. This includes your TD1 exemption amount, additional tax if you have requested this be set up, and any special letters that may apply. (special letters may be provided by CRA for items such as alimony or child support)

Hours and Earnings

Earnings paid in the current pay period will be displayed at the top of this section with the YTD (year to date) amounts displayed. If there are earnings at different rates of pay, each rate will be displayed with the associated hours for each earning type.

Earnings displayed without current pay amounts are for YTD reporting only. These earnings will be displayed / sorted in order of the earnings with the highest YTD amounts. If the earnings section is filled, remaining earnings will be reported under an "other "category.

Note: Teachers and CUPE employees working 10 months of the year will have their actual earnings displayed in the earnings section. The deferred pay deduction will be found in the before tax deduction section of the pay advice. Deferred pay is the difference between equal installments of annual salary and actual rate for the days worked in the pay period.

Taxes

Reports tax amounts for the current pay period as well as YTD amounts. Amounts reported for the description of CIT is "Canadian Income Tax". Deduction amounts for the current pay period and the YTD are reported. Total Taxes reported in the summary of this section includes the total of Taxes, CPP and EI amounts.

Before Tax Deductions

This section includes all deduction types that are taken from earnings prior to the calculation of taxes. Deductions would include pension , deferred deductions and union dues . Deduction amounts for the current pay period and the YTD are reported.

Note: Teachers and CUPE employees working 10 months of the year will have a deferral deduction code. This deduction will be loaded into a deferred bank which will be drawn upon during pay periods when the employee is not working. e.g. Christmas and March Breaks

After Tax Deductions

This section displays deductions which are taken from earnings after income taxes are deducted. If there is not sufficient pay to deduct all deductions assigned, the system will take deductions up to the amount remaining after taxes have been calculated. Deduction amounts for the current pay period and the YTD are reported.

Employer Paid Benefits

This section reports amounts that the employer pays on your behalf. This section includes both current period and YTD amounts. An asterisk next to the deduction description indicates a taxable benefit.

Vacation Hours

Vacation leave balances are reported as of the pay period end date. This includes carryover from the previous fiscal year, hours earned to date in fiscal year, hours used to date and the remaining balance. The end balance is the total that is available to use.

CUPE employees who have vacation pay provisions based on hours earned should see the same number appear on Earned to date and Taken to date. This indicates that the vacation hours were earned and then paid put. .

Sick Hours

Sick leave balances are reported as of the pay period end date. This includes carryover from the previous fiscal year, hours earned to date in the fiscal year, hours used to date and the remaining balance. The end balance is the total that is available to use.

Banks

You will notice a number of bank types displayed. Education employees should only see balances in Time in Lieu bank if they have an available balance and a Deferred Bank balance for teachers and CUPE 10 month employees. The Deferred Bank indicates the amount of pay that has been deferred for the purpose of ensuring pay during periods not worked. A negative in this field indicates that these dollars are owed to the employer and if the employee was to terminate employment, these dollars would be recovered upon termination. If the employee has a positive balance, these dollars would be paid upon termination.

Net Pay Distribution

Reports net pay and displays pay advice number.

Bottom Section

Recaps employee name, address, work location and department.