# Your Paycheque Quick Guide

#### **ADDRESS BOX:**

your name and address information.

#### **EMPLOYEE ID:**

your employee identification number.

#### **DEPARTMENT:**

department organizational structure code used for accounting purposes.

#### LOCATION:

defaults to Calgary, Alberta, Canada.

#### JOB TITLE:

position category under which you were hired (not position title).

#### PAY RATE:

the rate of pay attached to the Job Title above.

#### **HOURS AND EARNINGS:**

describes your earnings for the pay period along with your current and year-to-date earnings.

# **LEAVE PLAN BALANCES**

describes your total balance in hours for vacation, RAWW, banked vacation, overtime (OT bank), and lieu time (time-off in lieu of statutory holiday).

# **VACATION:**

annual amount of time-off from work based on your anniversary date or January 1 as per your union or association agreement. This will include your entitlement plus or minus any leave plan activity.

#### **RAWW:**

RAWW days worked to be taken at a later date.

#### **BANKED VAC:**

vacation time formally banked from prior years based on your union or association agreement.

Vacation

RAWW

OT Bank

Total

Lieu Bank

Banked Vac

7.50

0.00

# **OT BANK:**

employee working more than scheduled hours (overtime hours banked for timeoff).

#### **LIEU BANK:**

time banked for a statutory holiday falling on your regular day off.



Jane Smith

Employee ID: 000000

TAX DATA: Federal AB

800 Macleod Trail S.E.

Department: 123456-City Dept A

Location: Calgary, Alberta, Canada

Job Title: COC employee

Addl. Pct.:

Pay Rate: \$31,400000 Hourly

Addl. Amt: 20,00

	HOURS AND EARNINGS					TAXES		
Description	Current			YTD				
	Rate	Hours	Earnings	Hours	Earnings	Description	Current	YTD
Regular Earnings	31.400000	61.25	1,923.25	494.00	15,551.60	Income Tax	406.52	3,278.19
Stat Holiday - Straight Time	31.400000	8.75	274.75	17.50	549.50	Canada Pension Plan	102.72	826.28
Service Pay - Local 38					120.00	Employment Insurance	39.57	318.18
Banked Stat holiday Pd w Leav				17.50	549.50			
Vacation Leave taken - Current				22.25	698.65			
Sickness & Accident				8.75	274.75		T I	
S&A Decrease				8.75	27.48-			

#### BEFORE-TAX DEDUCTIONS AFTER-TAX DEDUCTIONS EMPLOYER PAID BENEFITS YTD Description YTD YTD Local Authorities Pens (City) 163.31 1.318.05 Group Life Enhanced 5.97 Dental Level 2 297.60 7.74 55.20 441.60 Union Dues CUPE L38 31.87 254 56 Optional Group Life 61 92 Extended Health Level 2 24.18 193 44 11.60 92.80 Long Term Disability Group Life Enhanced\* 75.00 600.00 185.29 1,495.09 Local Authorities Pens (City) Canada Savings Plan Regular 10.00 United Way 1,572.61 Total: 983.12 \* Taxable Total: TOTAL DEDUCTIONS CIT TAXABLE GROSS TOTAL TAXES NET PAY TOTAL GROSS Current: 2,198.00 17,676.62 1,331.12 10,698.14 LEAVE BALANCES NET PAY DISTRIBUTION Hours Balance Advice #00000000123456 1,331.12 Description

560.00

17,676,52

2,198.00

#### PAY GROUP:

CCA – City of Calgary Actual (hourly and exception hourly) or CCP – City of Calgary Predicted (Police and Elected Officials).

#### **PAY BEGIN DATE:**

first day of the pay period.

#### PAY END DATE:

last day of the pay period.

#### ADVICE #:

similar to a cheque number and is used for tracking purposes.

# ADVICE DATE:

payday date...

### TAX DATA BOX

#### NET CLAIM AMOUNT:

amount taken based on your personal exemption as defined by Canada Revenue Agency.

# **SPECIAL LETTERS:**

a special letter issued by Canada Revenue Agency which is used to compute a reduced annual income when calculating income tax (e.g. child-care expenses, alimony, or maintenance payments).

#### ADDL. PCT:

additional percentage of tax to be taken on a pay period basis, as per an employee's request.

#### ADDL. AMT:

flat rate amount for additional tax to be taken on a pay period basis, as per an employee's request.

# TAXES:

548.81

Total:

4,422.65

1,331.12

includes your current and year-to-date amount of Canadian Income Tax, Canada Pension Plan and Employment Insurance deductions.

# **BEFORE-TAX DEDUCTIONS:**

describes your current and year-to-date before-tax deductions. Before-tax deductions are taken from your total gross income. (Gross pay \$1000 - \$100 Local Authorities Pension (City) = \$900 (taxes are calculated on \$900).

### **AFTER-TAX DEDUCTIONS:**

describes your current and year-to-date after-tax deductions. These deductions are taken after tax has been calculated from your total gross income.

# **EMPLOYER PAID BENEFITS:**

describes current and year-to-date balances for employer paid benefits including those which are taxable (e.g. Basic Group Life insurance) and those which are not (e.g. dental).

# **NET PAY DISTRIBUTION:**

total dollar amount deposited into your bank account.