

With the introduction of our new payroll system, the format of our pay statements has changed. This new format provides some additional information and also reflects the “language” of the new system. This sample pay statement explains the various information fields. Your new pay statement is not limited to one page. Please read both sides of this sheet to view the entire pay statement.

3	Pers.Assign.		Retro-active		Current		Period		Year To Date	
	Rate	Hours	Amount	Rate	Hours	Amount	Amount	Amount	Amount	
<b>EARNINGS</b>										
Regular	00001234			54.656	77.50	4,235.84		72,824.23		
Paid Sick	00001234							6,658.35		
Vacation	00001234							10,911.23		
Discretionary Leave	00001234							2,117.11		
Stat Taken	00001234							4,625.11		
EI Rebate	00001234							40.74		
<b>*** Total Earnings</b>						4,235.84		97,176.77		
<b>STATUTORY DEDUCTIONS</b>										
Income tax/regular	00001234					1,128.64		25,316.92		
Income tax/non-per.	00001234							668.11		
CPP Employee Contribution	00001234							2,425.50		
EI Employee Premiums	00001234							913.68		
<b>*** Total Statutory Deductions</b>						1,128.64		29,324.21		
<b>EMPLOYEE DEDUCTIONS</b>										
Parking - HSC	00001234							800.00		
HEB Dental plan EE	00001234							476.60		
HEB Health EE	00001234							417.30		
HEB Pension EE	00001234					403.98		8,983.60		
<b>*** Total Other Deductions</b>						403.98		10,677.50		
<b>EMPLOYER CONTRIBUTIONS</b>										
CPP Employer Contribution	00001234							2,425.50		
EI Employer Premiums	00001234							1,172.22		
MB/Workers Comp. premiums	00001234					47.53		1,090.41		
HEB Dental ER Contr.	00001234							476.60		
HEB Health ER	00001234							417.30		
HEB Pension ER	00001234					403.98		8,983.75		
Disability and Rehab ER	00001234					97.42		2,233.99		
Emp Assist Plan ER	00001234							33.95		
AD&D - HEBP ER	00001234					1.42		32.69		
Group Life Basic - ER	00001234					7.34		168.95		
ADD HEB ER PST	00001234					0.11		2.54		
Grp Life ER PST	00001234					0.59		13.57		
<b>*** Total ER CPP/QPP, EI &amp; Benefits</b>						558.39		17,051.47		

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Absence Quotas	Pers.Assign.	Entitlement		Accrued Hrs	Taken Hrs	Paid-Out	Remaining
		Begin Date	End Date				
Stat Bank	00001234	04/13/2012	12/31/9999	224.75000	224.75000	0.00000	0.00000
Vacation	00001234	04/01/2014	12/31/9999	193.75000	115.65410	0.00000	78.09590
Vacation	00001234	04/01/2013	12/31/9999	193.75000	193.75000	0.00000	0.00000
Discretionary Leave	00001234	04/01/2014	03/31/2015	38.75000	38.75000	0.00000	0.00000
Future Absence Quotas (Accruing but not eligible to be taken)							

- 1 Pay Type: Identifies whether this is regular payroll or other  
Pay Period: Timeframe for which you are being paid in this deposit  
Pay Freq: Pay frequency – regular payroll is bi-weekly  
Main Pers. No: The Main Personnel Number is the number for your main assignment (position).  
Person ID: Person Number is an identifier unique to you in the new SAP system. This is the equivalent of your former employee ID number.
- 2 Retro-active: Adjustments to update or correct activity that occurred in prior pay periods  
Current: Information about amounts pertaining to the pay period of the pay statement  
Year to Date: Information about amounts from the beginning of the 1st pay period that ends in the current year.
- 3 Pers. Assign. If you have more than one job within the WRHA, this will show you which earnings are attached to each position  
Retro-active: Adjustments to paid hours and earnings from prior pay periods  
Rate: If any retro pay is included, this is the rate at which it is paid out  
Hours: The number of hours for which retro pay is paid  
Amount: The total amount of retro pay before deductions  
Current Period: The pay period for this statement (See upper right corner of statement for pay period dates)  
Rate: The rate at which your salary or hourly wage is paid  
Hours: The hours for which you are being paid on this deposit  
Amount: The total amount of pay (hours x rate) before deductions  
Year to Date Amount: Amount of each line from January 1 until now
- 4 Absence/Attendance Quotas: Your accruals for paid absences and your banked overtime, STAT bank, etc.  
EntitlementBegin The earliest date the quota can be used  
Date: EntitlementEnd The latest date the quota can be used  
Date: Accrued Hours: What you have earned that is available to take within the entitlement period  
Taken Hours: The amount of time you have taken within the entitlement period  
Paid Out: Hours that have been paid out  
Remaining: As of the date of the pay statement, the amount of time that is available for you to take within the entitlement period  
Future Absence Quotas: Vacation accrued in the current vacation year to be taken in the following vacation year. This will increase each pay period based on your vacation entitlement and worked hours.

**\*NOTE:** If you have concurrent employment within a single legal entity all pay, deductions and accruals within this legal entity will be detailed on a single pay statement. Separate legal entities will have separate pay statements.