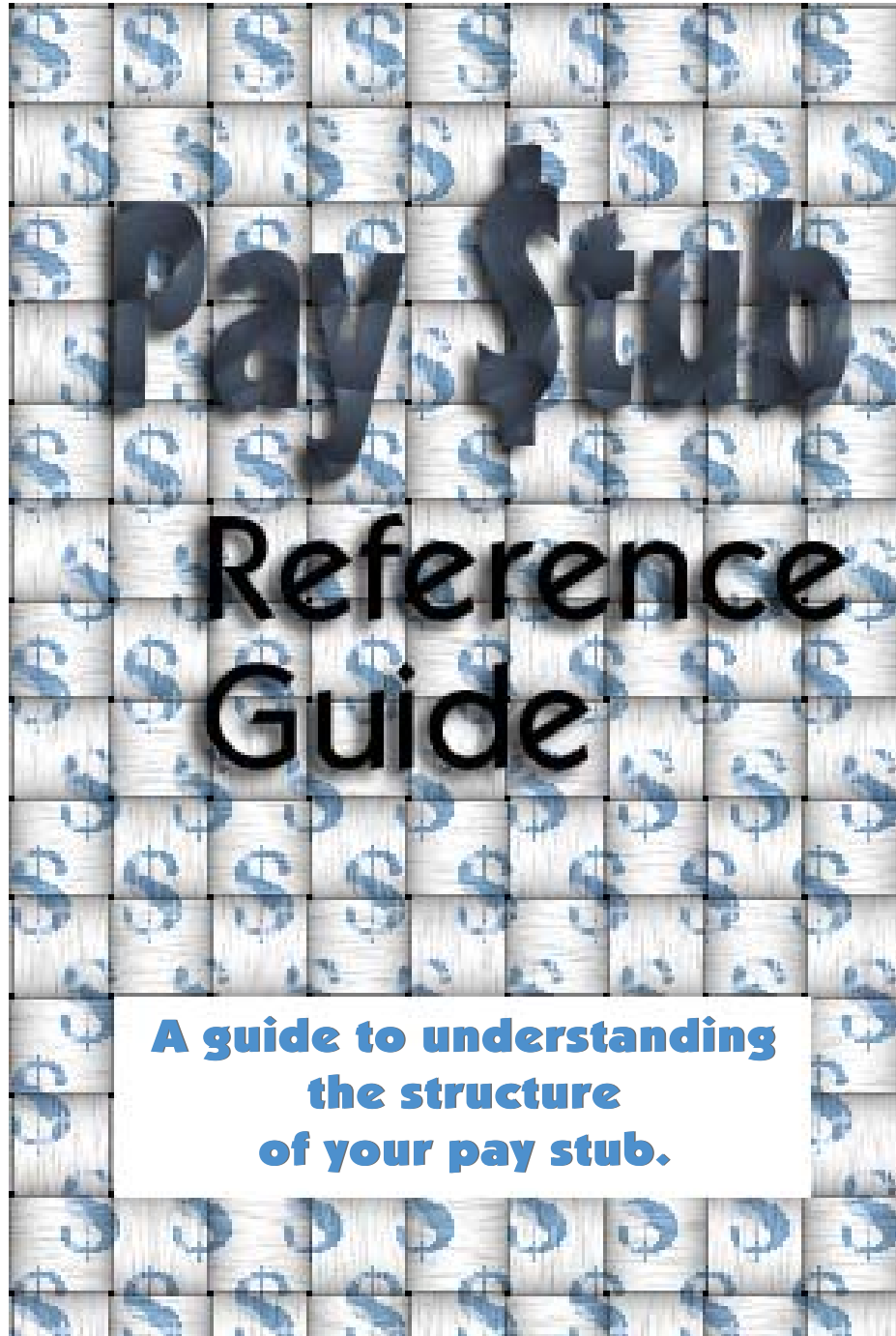




Community Living Society



## PART 1 General Employee Information

### 1. Employee Code

Your unique four digit employee number assigned at the time of your hire. See your letter of hire.

### 2. Cheque No.

A cheque number for Payroll reference.

### 3. Regular Hrs

This includes **Only Regular Hours Worked** at any location in the pay period.

### 4. Name

Surname, Given Name

### 5. Date

Payday; the date your paycheque will be directly deposited into your bank account.

### 6. Regular Pay

Your total regular hours worked (see “#3. Regular Hrs:”) multiplied by your pay rate; shown in a dollar amount.

### 7. Vacation Pay

The dollar amount of vacation pay taken in the pay period.

### 8. Pay Period

The corresponding pay period; refer to the Schedule on the back of **all** timesheets.

### 9. Department

Your primary work location.

### 10. Tax (Fed/BC)

The total dollar amount of federal/provincial income tax deducted off your paycheque for the pay period.

### 11. CPP

The total dollar amount of Canada Pension Plan deducted off your paycheque for the pay period.

### 12. EI

The total dollar amount of Employment Insurance deducted off your paycheque for the pay period.

## PART 2 Regular Benefits

*For eligible employees*

*All amounts under this area are paid for by the CLS*

*Amounts under this area are not deducted from the employee’s “GROSS PAY”*

### 1. DENTAL

Dental Insurance premium

### 2. MSP

Medical Services Plan (B.C. Medical) (50% of premium paid by CLS)

PART 1	1. Employee Code: #####	4. Name: SURNAME, GIVEN NAME	9. Department: ###
	2. Cheque No.: #####	5. Date: DD / MM / YY	8. Pay Period: ##
	3. Regular Hrs; ##	6. Regular Pay : \$\$\$\$\$	10. Tax (Fed/BC) : \$\$\$\$\$
		7. Vacation Pay : \$\$\$\$	11. CPP: \$\$\$\$
			12. EI : \$\$\$\$
PART 2	----- Regular Benefits -----		
2	1. DENTAL \$\$\$\$	3. HEALTH \$\$\$\$	4. LIFE \$\$\$
	2. MSP \$\$\$\$		6. AD&D \$\$\$
PART 3	----- Regular Deductions -----		
3	1. LTD \$\$\$\$	2. RPP \$\$\$\$	3. RRSPEE / RRSPSP \$\$\$\$
		4. MSPEE \$\$	5. CSBDED
PART 4	----- YEAR - TO - DATE SECTION -----		
4	1. GROSS PAY : \$\$\$\$\$	2. Total Deductns : \$\$\$\$\$	3. NET PAY : \$\$\$\$\$
PART 5	----- YEAR - TO - DATE SECTION -----		
5	1. Gross Pay : \$\$\$\$\$	5. Regular Hrs : \$\$\$\$\$	
	2. Net Pay : \$\$\$\$\$	6. Federal Tax : \$\$\$\$\$	8. CPP: \$\$\$\$\$
	3. Vacation Owed : \$\$\$\$\$	7. EI Premiums : \$\$\$\$\$	9. EI Earnings : \$\$\$\$\$
	4. Reg. Benefits : \$\$\$\$\$		
PART 6	----- TIMECARD DETAILS -----		
6	Description	Units	Rate
	1. Reg. Hours	#####	\$\$\$\$
	2. Sicktime Units Taken		###
	3. OVRNG SpPay		\$\$\$\$
	4. SICK SpPay		\$\$\$\$
	5. VACHRS SpPay		\$\$\$\$
	6. VACOWE SpDed		\$\$\$\$
	7. TRAIING SpPay		\$\$\$\$
	8. STATPY SpPay		\$\$\$\$
	9. STATPR SpPay		\$\$\$\$
	10. KMS SpPay		\$\$\$\$
	11. DL4 SpPay		\$\$\$\$
	12. FACERT SpPay		\$\$\$\$

### 3. HEALTH

Extended Health Insurance premium

### 4. LIFE

Life Insurance premium

### 5. RPP

Registered Pension Plan (CLS contribution = 3% of gross wages) \* for eligible employees only

## 6. AD & D

Accidental Death and Dismemberment Insurance premium

### PART ③ Regular Deductions

*All amounts under this area are paid for by the EMPLOYEE*

#### 1. LTD

Long Term Disability Insurance

#### 2. RPP

Registered Pension Plan (employee contribution)  
\* for eligible employees only

#### 3. RRSPEE &/or RRSPSP

Registered Retirement Savings Plan (100% employee contribution) \*for eligible employees only

#### 4. MSPEE

Employee portion of Medical Services Plan

#### 5. CSBDED

Canada Savings Bond deduction \*for eligible employees only

### PART ④ Gross Pay/Net Pay

#### 1. Gross Pay

Total gross wages payable in the pay period. (eg. wages before deductions)

#### 2. Total Deductions

All deductions, including all amounts under the area “Regular Deductions” as well as any vacation time taken in the payperiod. (Vacation time taken in the payperiod must be deducted from the employees vacation bank.)

Note: The amount, “VACOWE SpDed”, is included in the “Total Deductns” amount but is **not** deducted from the employee’s “GROSS PAY”. This amount is **only deducted** from the employee’s vacation bank.

#### 3. Net Pay

The amount directly deposited into your bank account on payday.

The “GROSS PAY” minus any “Regular Deductions”, CPP, EI and Federal Taxes.

### PART ⑤ Year-To-Date Section

*(amounts under this area are total dollar amounts for the current year)*

#### 1. Gross Pay

Total gross pay for the current year.

#### 2. Net Pay

Total net pay for the current year.

#### 3. Vacation Owed

Total vacation bank available to the employee at the end of the current pay period.

#### 4. Reg. Benefits

Total amount paid for the employee, by the CLS, for their “Regular Benefits”.

#### 5. Regular Hrs

Total regular (**only** regular hours) hours worked for the current year.

#### 6. Federal Tax & Provincial Tax

Total amount of Federal Tax & Provincial Tax paid for the current year.

#### 7. EI Premiums

Total amount of Employment Insurance Premium paid for the current year.

#### 8. CPP

Total amount of Canada Pension Plan paid for the current year.

#### 9. EI Earnings

Total insurable earnings for Employment Insurance purposes.

### PART ⑥ Timecard Details

*(bottom right hand corner of pay stub)*

### TAXABLE EARNINGS

#### 1. Reg. Hours

Total regular hours worked, shown individually for each location where an employee has worked during the pay period.

Where...

Units = the total # of regular hours worked at one location

Rate = the pay rate for the specific location, where the regular hours were worked

Amount = “Units” x “Rate”

All hours **worked** on a statutory holiday will be included in this figure.

#### 2. Sicktime Units Taken

Total hours of sick time taken in the pay period.

Total hours of sick time taken may be less than sick hours claimed on timesheets due to a depleted employee sick bank.

Requests for an employee's sick bank balance must go through the employee's supervisor **not** the **Payroll Dept.**

### 3. OVRNGT SpPay

Total overnights worked, shown individually for each location and in total dollars payable.

To calculate how many overnights you have been paid for, take the total dollar amount and divide it by the overnight rate payable at the location it was worked.

### 4. SICK SpPay

Total dollar amount payable for sick time taken in payperiod.

Refer to "#2. Sicktime Units Taken" and multiply by the pay rate at the location the sick time was taken to calculate the total amount payable.

### 5. VACHRS SpPay

Total dollar amount payable for vacation time taken in the pay period.

To calculate how much vacation pay you have been paid, multiply your hours claimed at each location by the correct pay rate at each location plus any overnights claimed.

"VACHRS SpPay" may be less than the amount you have claimed on your timesheet due to a depleted employee vacation bank.

Requests for an employee's vacation bank balance must go through the employee's supervisor **not** the **Payroll Dept.** or the employee may refer to their pay stub in the column "Vacation Owed:" located under the "YEAR-TO-DATE SECTION".

### 6. VACOWE SpDed

This amount is the total vacation pay the employee has been paid in the pay period.

This amount is called a "SpDed" (= Special Deduction) because it is deducted from the employee's vacation bank.

This amount is included in the "Total Deductns", BUT the amount does not get deducted from the employee's "GROSS PAY"

### 7. TRAING SpPay

The total dollar amount of hours for a training seminar.

To calculate how many hours you have been paid for, take the total dollar amount and divide it by your pay rate.

### 8. STATPY SpPay

This represents **Statutory Holiday pay**, in a

dollar amount, for an entitled Statutory Holiday, as per the Employment Standards Act.

This is **not** hours an employee worked on a legal holiday.

e.g. **STATPY SpPay = \$109.20**  
(Represents an **average** days pay.)

Please consult your supervisor if further explanation is required. (See next page for Stat Pay info.)

### 9. STATPR SpPay

This represents a Statutory Holiday **premium** for hours an employee **worked** on a Statutory Holiday.

The # of hours and /or overnights an employee works on a Statutory Holiday are accumulated under, "Reg. Hours" and/or "OVRNGT SpPay".

The premium is equal to

#### a) Regular hours:

1/2 your regular pay rate	
e.g.: Total regular hours worked: 8	
Regular pay rate:	\$13.65
Statutory holiday premium rate:	
$\$13.65 \times 1/2 =$	\$ 6.83
<b>STATPR SpPay:</b>	
$\$ 6.83 \times 8 =$	<b>\$54.64</b>

#### b) Overnight shifts:

1/2 your regular overnight rate	
e.g.: Total STAT overnight shifts worked: 1	
Overnight rate:	\$75.00
Statutory holiday premium rate:	
$\$75.00 \times 1/2 =$	\$37.50
<b>STATPR SpPay:</b>	
$\$37.50 \times 1 =$	<b>\$37.50</b>

## REIMBURSEMENTS - NON-TAXABLE EARNINGS

### 10. KMS SpPay

The total dollar amount for mileage used in a pay period.

To calculate how many Kilometers you have been paid for, take the total dollar amount and divide it by \$0.36.

### 11. DL4 SpPay

The total dollar amount for a Class 4 Drivers License Reimbursement.

### 12. FACERT SpPay

The total dollar amount for First Aid Certificate Reimbursement.

Hours worked to receive your First Aid Certificate will be paid under "TRAING SpPay".

# How Your Statutory Holiday Pay Works

## Policy for CLS Employees:

Every CLS employee who works on a statutory holiday will be paid at the rate of one and one-half (1.5) times their regular rate for hours worked, regardless of how many days they have worked prior to the stat or when they began employment.

CLS will pay every employee their average day's pay if they have worked 15 of the 30 days immediately before the statutory holiday.

CLS will give 6 hours pay to anyone who has worked a minimum of 128.5 hours but less than 18 days in the 30 days prior to the statutory holiday.

Eligibility	If Do Not Work Stat	If You Work Stat
You worked or earned wages on 15 of the 30 days immediately before the statutory holiday.	<b>ESA</b> = Avg. day's pay <b>CLS</b> = Avg. day's pay	<b>ESA</b> = 1.5 x regular rate for hours worked plus an avg. day's pay if you have been employed for 30 days. <b>CLS</b> = 1.5 x regular rate for hours worked plus an avg. day's pay.
You worked or earned wages on 14 or less of the 30 days immediately before the statutory holiday and equal to or more than 128.5 hours in the same 30 day period.	<b>ESA</b> = Not eligible for pay <b>CLS</b> = 6 hours pay	<b>ESA</b> = Regular pay rate <b>CLS</b> = 1.5 x regular rate for hours worked plus 6 hours pay.
You worked or earned wages on 14 or less of the 30 days immediately before the statutory holiday and less than 128.5 hours in the same 30 day period.	<b>ESA</b> = Not eligible for pay <b>CLS</b> = Not eligible for pay	<b>ESA</b> = Regular pay rate <b>CLS</b> = 1.5 x regular rate for hours worked.

**ESA** = B.C. Employment Standards Act