

## 2016 St.Amant Pay Statement Template

Your St.Amant pay statement is changing! Several changes and improvements have been made to the pay statement, which employees can access on [Quadrant Self Service](#).

The new pay statement has been divided into different sections, and is intended to provide a clear picture of the hours and amount employees have been paid in each bi-weekly pay period (including any adjustments to previous periods). A Year-to-Date (YTD) summary of an employee's earnings and deductions within the calendar year is included at the bottom of the new statement.

The attached sample pay statement can be read based on the legend below. Each section can be identified with the matching number [ex. (1)] on the sample statement.

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**Summary Information (1):** This section includes the *Payment Date* when pay will be deposited for each employee, the current pay *Period*, a unique *Reference* number, and *Employee ID* number.

**Earnings (2):** This section will include all scheduled hours during the Period, including (but not limited to), regular hours, paid vacation, overtime, paid income protection and unpaid leaves. The **Total Earnings** provides a summary of hours scheduled and the dollar amount paid for the period.

**Premiums (3):** This section will include all hourly and flat rate premiums paid during the Period, including (but not limited to), Evening/Night/Weekend Shift Premiums, Responsibility and Sleepovers. The **Total Premiums** provides a summary of hours paid and the dollar amount paid for the period.

**Federal Deductions (4):** This section includes all deductions required by Revenue Canada, including the following:

- Income Tax
- Canada Pension Plan (CPP)
- Employment Insurance (EIS)

**Other Deductions (5):** This section includes all other required and optional deductions including (but not limited to):

- Health & Dental Insurance
- Pension Plan Contributions
- Parking Fees
- St.Amant Foundation Donations
- Union Dues

**Employer Paid Benefits (6):** This section includes employee benefits paid for by St.Amant, including (but not limited to):

- Canada Pension Plan (CPP)
- Health & Dental Insurance
- Pension Plan Contributions
- Worker's Compensation Board (WCB) Premiums

**Benefit Banks (7):** These banks reflect hours earned which can be used for time off requests or payouts. For information on the options available for each bank, please see the [Quadrant Help Wiki](#). Bank *Balances* are updated at the end of each pay period. Requests to access banks for time off can be submitted through [Quadrant Self Service](#).

**Current & YTD Summary (8):** This section includes a *Gross* (total) amount earned for the current pay period, a total of all *Deductions* (including both Federal and Other Deductions) and a *Net* (final) amount paid. Also included is a Year-To-Date (YTD) total for *Gross* pay, *Deductions* and *Net* pay.

# 2016 St.Amant Pay Statement Template



St.Amant  
440 River Road  
Winnipeg MB R2M 3Z9

## 1 Pay Statement

Payment Date: June 2, 2016  
Period: 11 ( 16-May-2016 - 29-May-2016 )  
Reference #: 512801  
Employee ID #: 006474

2 Earnings	Hours	Rate	Dollars
Regular Hours @ 1.0	15.50	21.000	325.50
Regular Hours @ 1.0	11.50	20.000	230.00
Relief - General @ 1.0	15.50	20.000	310.00
Relief - General @ 1.5	7.75	31.500	244.13
Relief - Sick @ 1.5	3.00	30.000	90.00
Relief - Vacation @ 1.0	15.50	20.000	310.00
Bank - Sick Personal Taken	4.00	20.000	80.00
Bank - Vacation Bank Taken	15.50	20.000	310.00
<b>Total Earnings:</b>	<b>88.25</b>		<b>1,899.63</b>

4 Federal Deductions	Amount	YTD
CPP	90.13	90.13
EIS	36.73	36.73
EIS Benefit MGEU	-1.59	-1.59
Income Tax	349.32	349.32
<b>Total Deductions:</b>	<b>474.59</b>	<b>474.59</b>

5 Other Deductions	Amount	YTD
Disability Insurance (HEBP D&R)	15.66	15.66
Foundation Donation	20.00	20.00
Parking	20.00	20.00
Pension Plan <	139.33	139.33
Union Dues MGEUS	17.30	17.30
<b>Total Deductions:</b>	<b>212.29</b>	<b>212.29</b>

6 Employer Paid Benefits	Amount	YTD
*CPP	90.13	90.13
*Disability Insurance (HEBP D&R)	20.36	20.36
*Health & Education Levy	42.04	42.04
*HEBP D&R MB Health 100	36.02	36.02
*Pension Plan <	139.33	139.33
*WCB Deduction	29.12	29.12
<b>Total Deductions:</b>	<b>357.00</b>	<b>357.00</b>

3 Premiums	Hours	Rate	Dollars
Premium - Evening	31.00	1.000	31.00
Premium - Weekend	15.50	1.500	23.26
<b>Total Premiums:</b>	<b>46.50</b>		<b>54.26</b>

7 Benefit Banks	Balance
Overtime Bank	0.00
Stat Bank	7.75
Vacation Bank	139.50

Singh, Jane Doe  
1-234 Home Street  
  
Winnipeg MB A1A 1A1

	Current	YTD
<b>Gross:</b>	1,966.79	1,966.79
<b>Deductions:</b>	686.88	686.88
<b>Net:</b>	<b>1,279.91</b>	<b>1,279.91</b>