

HANDOUTS: Pay Statements (3 pages)

Skill Builders: Key Words & Phrases, Entry Forms, Percentages, Decimals & Fractions

IN THE WORKPLACE: As a pre/apprentice and as a journeyperson, tracking your income is important. Understanding required deductions and the difference between gross and net earnings provides an accurate picture of your finances.

1. Refer to **Pay Statements 1** and **2** to complete the following table.

	Pay Statement 1	Pay Statement 2
Worker name		
Cheque number		
Pay period end date		
Pay date		
Total hours worked		
Gross pay		
Net pay		
Year to date gross		
Current EI deduction		
Year to date CPP deduction		

2. What do CPP, EI and YTD stand for?

3. What type of employee ID does each company use?

4. Calculate the CPP and EI rates on Pay Statement 1.

5. If the rate of deduction for CPP goes up 1%, calculate the new deduction amounts for each employee for this pay period.

6. Calculate the total percentage of the deductions for this pay period for each employee.

Pay Statement 1

Thompson Construction, 123 Home Street, WINNIPEG MB CANADA, R2W 2Y8						EARNINGS STATEMENT
John Smith						
EMPLOYEE ID		PERIOD ENDING		PAY DATE		CHECK NUMBER
123456		2013/11/25		2013/11/20		321654
INCOME	RATE	HOURS	CURRENT TOTAL	DEDUCTIONS	CURRENT TOTAL	YEAR TO DATE
REGULAR	20	80	1,600.00	CPP	65.03	1,495.69
OVERTIME	25	5	125.00	EI	28.62	658.26
				INCOME TAX	305.90	7,035.70
				UNION DUES	10.84	249.32
				LIFE INSURANCE	4.94	113.62
				LONG TERM DISABILITY	7.01	161.23
				CANADA SAVINGS BOND	8.00	184.00
YTD GROSS	YTD DEDUCTIONS		YTD NET PAY	CURRENT TOTAL	DEDUCTIONS	NET PAY
39,675.00	9,897.82		29,777.18	1,725.00	430.34	1,294.66

Pay Statement 2

Joseph Mayer		Employee #:	0032344589	Employer #:	11-36	Pay from:	2018/11/12	To:	2018/11/25	Date:	2018/12/03
STATEMENT OF EARNINGS				DEDUCTIONS							
EARNINGS	HOURS	RATE	CURRENT AMOUNT	WITHOLDINGS	CURRENT AMOUNT	YEAR-TO-DATE					
001 BASIC PAY	75.00	16.00/hr	1,200.00	EI	22.56	564.00					
				CPP/QPP	52.74	1,318.50					
				INCOME TAX	156.61	3,915.25					
SUMMARY		GROSS PAY	DEDUCTIONS	NET PAY	CHEQUE #						
CURRENT		1,200.00	231.91	968.09	0044853						
YEAR-TO-DATE		30,000.00	5,797.75	24,202.25							

Ref. Pay Statement 1: Adapted from Canada Online Pay Stub Generator. (2018). Sample Pay Stub (Earnings Statement). Canada: www.canadapaystubs.com,

Ref. Pay Statement 2: Canada Revenue Agency. (2019). Sample-Statement of earnings (pay stub). Ottawa, Canada: <https://www.canada.ca/en/revenue-agency/services/tax/individuals/educational-programs/student-worksheets/statement-earnings.html>