INSERT COMPANY LOGO

The business behind business®

November 16, 2006

Dear employees:

Your Human Resources team is pleased to announce that [COMPANY NAME] has implemented ADP as your payroll service provider. ADP is the world leader in employee administrative solutions, and pays over 1 in 4 Canadians in the private sector. Through these services, we also have gained the ability to track and manage extensive human resources and benefits information.

ADP was implemented as part of our continuing efforts to make [COMPANY NAME] an employer of choice and a market leader in aviation services.

What does this mean for you?

1. Provides you with user friendly and detailed pay stub information, as described on the following page.
2. Improves the ability of your human resources team to process your payroll and administrative information.
3. Improves the ability of your human resources team to provide you with health, dental, and additional benefits for you and your family.
4. You have the option to receive your pay by cheque or by direct deposit. If you are receiving a cheque and would like to receive direct deposit, please provide your payroll administrator with a void cheque from the bank account you would like the money deposited into.
5. You have the option to subscribe to statement self-service. This is an optional service which involves receiving your pay stub online, and having it stored online for a period of 18 months, allowing you to refer to past pay stubs. [HR NAME] will be sending a separate message with instructions on how to enroll.

While all care was taken by ADP and [COMPANY NAME] to ensure that all employee information was converted properly, we ask that you please double check the next couple of pay statements to ensure that everything looks accurate to you.

Best Regards,

Your Human Resources, Benefits, and Payroll team

[NAME], Manager of Human Resources
[NAME], Payroll & Benefits Coordinator

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Sample Pay Statement

Sample information only. Actual earnings and deductions types on your pay stub may vary. No personal information relating to real persons has been disclosed on this sample.

1. Easy to read, full-page vertical format allows room for more information.

2. Employees can quickly see how many hours they worked, their current pay, and their year-to-day pay.

3. Gross pay before deductions is prominently displayed.

4. Full description of taxes, additional deductions, and adjustments.

5. Net pay highlighted for quick reference.

6. Blank area enables us to write custom messages to our employees, e.g. pay rate changes or announcements.

7. Vacation time accumulated is identified on each pay stub.

8. Detachable cheque or pay stub is included on the bottom of the page.

COMPANY NAME
Company Address

	DATE YEAR MTH. DAY
PAYMENT DATE:	2004-05-14
PAY END DATE:	2004-05-14

STATEMENT OF EARNINGS AND DEDUCTIONS

EARNINGS	DATE YMMDD	RATE	CURRENT HRS/UNITS	CURRENT AMOUNT	YTD HRS/UNITS	YTD AMOUNT
REGULAR		0.0000	0.00	1250.52	0.00	1250.52
ADJHOURS		0.0000	7.50-	117.24-	7.50-	117.24-
ABTA MED		0.0000	0.00	20.31	0.00	20.31
GRP LIFE		0.0000	0.00	16.22	0.00	16.22
TXB CAR		0.0000	0.00	165.00	0.00	165.00
TXB RRSP		0.0000	0.00	40.00	0.00	40.00
TOTAL EARNINGS				1374.81		1374.81
LESS TAXABLE BENEFITS				241.53		241.53
TOTAL GROSS				1133.28		1133.28

DEDUCTIONS	CURRENT AMOUNT	YTD AMOUNT	DEDUCTIONS	CURRENT AMOUNT	YTD AMOUNT
GOVT PEN	61.39	61.39	EI CONT	23.23	23.23
FEDL TAX	225.20	225.20	RRSP	80.00	80.00
UNTD WAY	12.00	12.00	DENTAL	13.80	13.80
VISION	4.12	4.12			
TOTAL DEDUCTIONS				419.74	419.74

NET PAY 713.54

HAPPY HOLIDAYS.

OTHER	CURRENT	YTD
VACATION BNK	45.33	0.00
VAC BALANCE	0.00	45.33
NORMAL HRS.	80.00	0.00

NON NEGOTIABLE

CONFIDENTIAL
FJ1E1100 021 6
VAN ALTON SHARON
6829 11TH ST. S.E.
CALGARY
AB T2H 2Z2

DEDN. DEP. ACCT:
EMPL./PAYEE ID.: FJ1E1100 021
OCCUPATION:
NO. PAY PER.: 10 OF 26

NET PAY: $****713.54

NOTIFICATION OF DEPOSIT TO ACCT.: 003000021116276

**********60 POSITIONS TO PRINT A MESSAGE **********