

# NEW PAY STATEMENT SAMPLE

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Employees are encouraged to review the **sample pay statement** below which reflects the new HRMS-generated pay statement format for Provincial Government employees.

You will notice that various sections of the sample pay statement are numbered and coloured for the purpose of grouping information. The numbers correspond with a description of the type of information displayed in each section in a legend below. If you have questions or concerns about the new pay statement format, please contact the Compensation and Benefits help desk at 1-888-729-7690 or [CompensationBenefits@gov.nl.ca](mailto:CompensationBenefits@gov.nl.ca).



Pay Group: CSC-Civil Service Current  
Department: 31001800-S TW-Avalon Admin  
Location: Confederation Bldg.  
Pay Begin Date: 11/21/2012  
Pay End Date: 12/04/2012

Business Unit CIVIL  
000000000044650  
12/05/2012

1

Julia L California  
102 Somewhere Avenue  
St. John's, NL A1B 4J6

Employee ID: 200000000  
Job Title: Clerk IV  
Pay Rate: \$1,617.74 Biweekly

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TAX DATA: Federal Quebec NL  
Net Claim Amount: 10,822.00 8,237.00  
Special Letters:  
Addl. Percent:  
Addl. Amount: 75.00

HOURS AND EARNINGS						TAXES		
Description	Current			YTD		Description	Current	YTD
	Rate	Hours	Earnings	Hours	Earnings			
Regular Salary			1,617.74	1,540.00	35,332.00	CIT	339.92	6,317.92
Overtime 1.5	34.665824	3.50	121.33	7.50	259.99	CPP	79.63	1,621.49
Conversion Insurance Benefit			0.00		66.78	EI	31.82	652.05
EI Rebate			0.00		39.37			
TOTAL:		3.50	1,739.07	1,547.50	35,631.36	TOTAL:	451.37	8,591.46

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BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Public Service Pension Plan CS	110.01	2,465.55	Supplemental Health CS	43.52	1,026.99	Supplemental Health CS	43.52	43.52
NAPE GS Union Dues	24.00	120.00	Dental Insurance CS	28.61	594.55	Basic Life CS*	3.69	3.69
			Basic Life CS	3.68	74.86	Basic AD&D CS	0.24	0.24
			Basic AD&D CS	0.23	1.15	Dependent Life Insurance CS*	0.50	0.50
			Dependent Life Insurance CS	0.50	2.50	Public Service Pension Plan CS	110.01	110.01
			Canada Savings Plan	60.00	300.00			
			Executive Council/Finance	2.00	10.00			
TOTAL:	134.01	2,585.55	TOTAL:	138.54	2,010.05	*TAXABLE		

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TOTAL GROSS		CIT TAXABLE GROSS		TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY	
Current:	1,739.07		1,609.25		451.37		272.55		1,015.15
YTD:	35,631.36		33,801.67		8,591.46		5,701.60		21,338.30

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Julia L California  
102 Somewhere Avenue  
St. John's, NL A1B 4J6

NAME AND ADDRESS  
TO THE LEFT MUST  
APPEAR IN AN ENVELOPE WINDOW

Retain this portion for your records.



Department of Finance  
Public Service Payroll Account

Date
12/05/2012

Deposit Amount:
\$1,015.15

Advice No.  
44650

HAS BEEN DEPOSITED TO THE ACCOUNT OF

Julia L California  
102 Somewhere Avenue  
St. John's, NL A1B 4J6

NOT  
NEGOTIABLE

## 1 EMPLOYEE INFORMATION

This section contains general employee information such as your employing department, work location, position and pay period beginning and end dates. This section also contains your new system generated Employee ID which will be your personal identifier within the new HRMS system.

## 2 TAX DATA

This section contains information about applicable income tax exemptions. The net claim amount line identifies your basic income tax exemptions. Other line items show other additional tax exemptions you may have requested.

## 3 HOURS AND EARNINGS

This section provides a detailed summary of the various earnings, such as regular salary, overtime or other payments you have earned for the pay period, along with year-to-date (YTD) totals.

Most employees will also notice a “Conversion Insurance Benefit”, and/or other benefits or deductions beginning with the word “conversion”, listed on their pay statement until the end of the 2012 calendar year. There is no change to amounts you pay for benefits or to the benefits you receive. These amounts are simply year-to-date totals for certain benefits or deductions that are recorded and displayed in more detail, and consequently differently, in the new system than in the old.

These year-to-date amounts will be carried over on your pay statement as part of the conversion of data from one system to the other. Beginning with your first pay statement in 2013 these “conversion” items will no longer exist and you will notice running year-to-date totals for new and more detailed descriptions of various benefits and deductions.

## 4 TAXES

This section contains information on statutory deductions (required by law) for Canada Pension Plan (CPP) contributions, Employment Insurance (EI) and Canadian Income Tax (CIT).

## 5 BEFORE-TAX DEDUCTIONS

This section shows deductions, before the calculation of tax, for pension plan contributions and union dues.

## 6 AFTER-TAX DEDUCTIONS

This section shows after-tax deductions for mandatory group life and medical insurance and voluntary benefits such as dental, additional life and other additional insurances for which you have signed-up. This section also details other voluntary deductions such as social club dues.

## 7 EMPLOYER PAID BENEFITS

This section outlines the Provincial Government's contributions to employee pension and insurance plans.

The year-to-date (YTD) totals of the "Employer Paid Benefits" section will only calculate YTD total amounts from the first pay period processed by the HRMS (beginning November 21) to the end of the 2012 calendar year. For this reason, the current and YTD amounts will be the same on the first pay statement issued by the new system. This issue relates to the "conversion" of data from the old system to the new. Beginning with the first pay period in 2013, employees will see their actual YTD totals for items listed in this section.

## 8 SUMMARY

This section provides a summary of your earnings, deductions and net pay by showing the following information:

**TOTAL GROSS** - total earnings before any deductions.

**CIT TAXABLE GROSS** - the amount on which you pay tax. It includes all earnings and taxable employer paid benefits, minus allowable before-tax deductions.

**TOTAL TAXES** - total amount of statutory deductions (CPP, EI and income tax).

**TOTAL DEDUCTIONS** - total amount of all deductions from your earnings other than statutory deductions.

**NET PAY** - total earnings after all deductions or your "take-home pay".