



# CERIDIAN PAYROLL REPORTING CLIENT GUIDE

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## CERIDIAN HR AND PAYROLL SOLUTIONS

Ceridian's flexible, scalable solutions are designed to work the way you do.

Whether you want qualified help managing all of your employee needs from hire to retire, or simply want to free yourself from the burden of HR and payroll administration, Ceridian's technology solutions deliver results.

Ceridian has the right HR and payroll solutions for businesses of all sizes and across all industries, from entrepreneurs and small businesses to large enterprises.

These solutions are designed to meet the unique needs of your business in the four critical categories:



**Recruiting Talent:** Whenever you have a position you need filled, Ceridian's solutions can help you every step of the way, from job descriptions to background checks. Temporary staffing options also available.



**Developing Talent:** Your market is always changing, and your employees' expertise and skills need to keep up. Ceridian's solutions include comprehensive employee learning and development, performance management, succession management and training.



**Deploying Talent:** From Labour Forecasting, to Scheduling, to tracking Time & Attendance and submitting the data to payroll, deploying your talent is a lot of work. Ceridian's solutions automate the administrative processes and easily integrate HR with payroll.



**Paying Talent:** From online Software-as-a-Service (SaaS) solutions to fully-outsourced Managed Payroll, you reduce or completely eliminate your payroll burden and risk while gaining valuable reports you can use to make better-informed decisions.



Choose a trusted partner. Ceridian is consistently recognized as one of the 50 Best Employers in Canada and has been honoured with numerous awards for corporate culture, customer service, and technology.

## THE PAYROLL PROCESS

1. Before every payroll run, you submit your hours worked or changes to the payroll for that pay period.
2. You receive signed paycheques and/or direct deposit statements accompanied by our complete report package.
3. Ceridian automatically makes your remittance for statutory deductions to Canada Revenue Agency and/or Revenu Quebec, based on the remittance frequency you have supplied us with. Ceridian also remits your provincial payroll taxes, if applicable. If desired, you can also choose to submit your own statutory deductions.
4. Record of Employment forms (separation slips) can be prepared as needed.
5. You make one payment to Ceridian each time your payroll is processed.

## TO SPEED UP THE PROCESS:

Should new employees be added to this payroll, you will need the following information about them:

- Social Insurance Number
- full address
- birth date
- start date
- salary or hourly rate
- hours worked
- federal and provincial tax claim amounts
- EI Type
- any special deductions

Please provide control totals for the total of all regular hours, overtime hours, and other hours or earnings being paid. Control totals enable Ceridian to balance your payroll and produce accurate payments.



Ceridian  
125 GARRY STREET  
WINNIPEG, MB R3C 3P2  
Phone:

Your payroll number: 5000  
Ceridian use only: WIN //

Payment date: FEB 04, 2XXX  
Period end: 2XXX/01/30  
Pay Period: 003

Stop payment? It's simple...

1. Dial 1-800-867-7887
2. Enter your STOP/RECALL number: 75000
3. Follow instructions from the voice system
4. Select desired credit option

Note: The deadline for recalling a direct deposit is 12 noon Central time, one business day before payment.

Please ensure that you have the correct number of Cheques/Statements and R.O.E.'s based on the numbers in the following boxes:

Form Type	Count
Unsealed Cheques	
Self-Sealed Cheques	16
Unsealed Statements	
Self-Sealed Statements	25
R.O.E. Forms	
Payments Printed in other Ceridian Branches	
Forms Mailed	
Online Pay Statements	
Report Package Print Suppression	

**Confidential**

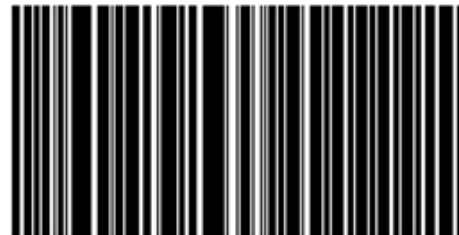
Ship To:

Date: 02/01/XX

5000 Series: P

**PREPAID**

DATE: 02/01/XX PIECES: 1 of 1 WEIGHT: 4.50 LBS



**90**

PUROLATOR PIN: RWN461981551

Handling Instructions:

Trust:

## FUNDS SUMMARY

The Funds Summary indicates the total payment due to Ceridian for the payroll and services. If applicable, it may also include certain Trust reports, such as the Stop Payment Confirmation Report and Electronic Funds Transfer (ETF) Rejection Report, included in this example.

- 1 Indicates the total of:
  - Deposits:** Deposits to employee accounts (also referred to as EFTs or direct deposits)
  - Cheques:** Net amount of cheques issued, including any third party payments made on your behalf
  - Remittances:** Total amount of government remittances made on your behalf
  - Service Charges:** Total of all service fees (For details see "Details of Service Fees" below.)
  - Previous Balance (if any):** In this example, the previous balance is a result of an EFT reject credited to the client's account.
- 2 Total payment due to Ceridian.
- 3 Stop Payment Confirmation Report
 

See *Stop Payment Process*, page 58 for information on the Stop Payment process.
- 4 Electronic Funds Transfer (ETF) Reject Report
 

See credit under Funds Summary heading.

- 5 Important notices relating to payroll and product developments are printed on the right-hand side of the page.

### Details of Service Fees

The details of the items that make up the service charges are included in this report. For example:

- 6 Basic run charge
- 7 The number of payments issued and per payment charge
- 8 Payroll service fee (before tax)
- 9 GST and (if applicable) provincial sales tax payable
- 10 Service fee

A footer is conveniently located for easy reference at the bottom of each report page. It displays:

- Report title
- Payroll/employer number
- Pay period number
- Pay period ending date
- Cheque date
- Date and time payroll was processed
- Page number

## Funds Summary

J H MASON COMPANY LTD  
A-4000

## Funds Summary

## For Your Information

## Payment Due to Ceridian Canada Ltd. - Payroll Account

5

DEPOSITS	DR	\$2,148.39	1
REMITTANCES	DR	\$2,003.01	
CHEQUES	DR	\$929.29	
SERVICE CHARGES	DR	\$35.46	

TOTAL PAYMENT DUE ..... \$5,116.15 2

## Stop Payment Confirmation Report

3

EMPLOYEE NO.	PAYROLL DATE	SEQUENCE NO.	AMOUNT
0015	NOV XX XXXX	A7280143	39.72

THIS REPORT CONFIRMS ACCEPTANCE OF A STOP PAYMENT ORDER PLACED BY YOU FOR THE ITEM(S) SHOWN ABOVE.

YOUR ACCOUNT HAS BEEN CREDITED IN THE AMOUNT(S) INDICATED OR A REFUND WAS ISSUED ACCORDING TO YOUR INSTRUCTIONS. YOUR ACCEPTANCE OF THIS CREDIT OR REFUND CONFIRMS YOUR REQUEST TO REFUSE PAYMENT OF THE ORIGINAL CHEQUE OR ELECTRONIC FUNDS TRANSFER AND YOUR AGREEMENT TO INDEMNIFY CERIDIAN THROUGH THE ISSUING OF THE ORIGINAL PAYMENT.

AT YOUR DISCRETION YOU MAY WISH TO PROTECT YOURSELVES BY OBTAINING AN INDEMNITY FORM FROM YOUR EMPLOYEE AGREEING TO INDEMNIFY YOU.

## Electronic Funds Transfer (EFT) Warnings Report

4

ALTHOUGH THE FUNDS TRANSFER WAS SUCCESSFUL THIS TIME, DEPOSIT INFORMATION FOR THE FOLLOWING EMPLOYEES IS INCORRECT. THIS MAY BE THE RESULT OF THE CLOSING/AMALGAMATION OF FINANCIAL INSTITUTION BRANCHES, OR MODIFICATIONS TO ACCOUNT NUMBER INFORMATION. PLEASE OBTAIN CORRECTED DEPOSIT INFORMATION TO AVOID DELAYS DUE TO MANUAL PROCESSING AND POSSIBLE REJECTED ITEMS.

EMPLOYEE NO. NAME	PAYROLL DATE	SEQUENCE NO.	DEPOSIT INFORMATION
00019 CLOUTIER R G	YY/DD/MM	C5668829	630 06010 3035638

## Details of Service Fees

GST Number 87371 1170 RT0001

Invoice Number R58713-001

Ref.	Description	Units	Price	Extension	Amount
1	BASIC CHARGE 6			XX.XX	
	PAYMENTS	7	X.XXX	X.XX 7	
	SELF SEAL FORMS	7	.XXX	X.XX	
					XX.XX
	DELIVERY				X.XX

G. S. T.  
TOTAL

33.49	8
2.34	9
35.83	10

## PAYROLL INPUT DOCUMENT

### For Powerpay Clients only

The Payroll Input Document was created to facilitate the input process with the Ceridian Customer Solution Specialist (CSS). It is optional and must be requested.

This concise time sheet allows you to track your hours and earnings, along with any masterfile deduction changes, additions or deletions. Each pay run, you receive an updated copy to be used for the following pay. New employees and terminated ones are automatically reflected in this document.

Located on the upper left-hand side of the Payroll Input Document are your hours and earnings codes, with input boxes for each employee.

**Note:** To the left of each employee name is the employee's 4-digit employee number, preceded by the check digit. When communicating with a Ceridian CSS, you need only refer to the employee number, and not the check digit.

On the upper right-hand side, the titles for all non-statutory deductions are displayed, with each employee deduction and employer contribution.

At the bottom of the report is a section for totals of all hours and earnings for the current pay run, as well as the total of any changed values in the non-statutory deductions and benefits. Your CCR will ask you for these totals to ensure your payroll is balanced.

### Example below:

Employee number 10, J. H. Mason, is set up to receive a salary of \$1500.00 every pay period along with permanent other earnings in the amount of \$250.00.

The status code A indicates that J. H. Mason is an Active employee.

J. H. Mason is set up to have a coffee deduction in the amount of \$1.00, a charity deduction in the amount of \$10.00, \$160.00 in bonds, \$15.00 in dental, \$10.00 for extended health, \$5.00 towards his RRSP and \$10.00 for parking.

J. H. Mason's employer contributes \$25.00 on his behalf to the dental plan and \$5.00 on his behalf to his RRSP.

**Note:** Deductions are taken and contributions are made only when and as required.

## Payroll Input Document Customer B702



RT HOURS (Hrs.)	COMM % (%)	EXTRA (%)	LIFE (Ded.)	LIFE (Con.)	DENTAL % (Con.)	Notes	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 00101		ANDERTON JAMES	Vac. Accr \$0	Status A Rate 96.58	Dept. 100		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4 00103		HOBBS MARIAN	Vac. Accr \$0	Status A Rate 94.88	Dept. 100		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6 00105		KING ANNETTE	Vac. Accr \$0	Status A Salary 1226.6	Dept. 100		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8 00107		HARRE LAILA	Vac. Accr \$0	Status A Salary 1444.4	Dept. 100		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
A 00109		LEE SANDRA	Vac. Accr \$0	Status A Salary 1599.9	Dept. 100		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4 00111		KNIIGHT CARLOS	Vac. Accr \$0	Status A Salary 1375.0	Dept. 100		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5 00112		WARD AMELIA D.	Vac. Accr \$86	Status A Salary 2345.0	Dept. 100		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6 00113		ONTIVEROS LUCY D.	Vac. Accr \$ 107	Status A Salary 2389.0	Dept. 100		

Payroll Input Document

EMPR NO 9-B702 PPN 004-2 PERIOD ENDING 100225 CHEQUE DATE FEB 25 2010 DATE RUN 10/02/10 TIME 1412 RUN 884-002

Page 3

## JOURNAL ENTRY

The payroll system produces a standard Journal Entry using your General Ledger codes. The credit side lists all net payables. The debit side lists, by department, gross wages paid, employer portions of CPP/QPP and EI, and employer costs for employee benefits.

- 1 General Ledger codes (up to 13 alphanumeric digits)
- 2 Employer paid benefits (e.g., provincial medical)
- 3 Breakdown of costs by department code (01-199)
- 4 Gross wages paid by department
- 5 Employer portion of CPP/QPP
- 6 Employer portion of EI
- 7 Payroll clearing account – ensures all debits equal all credits. This figure may be different than the one on your Funds Summary if you don't have deduction cheques issued (e.g., group plans).

**Note:** If you require a Journal Entry at month-end or with each pay period, please advise the Service Delivery Team when giving your payroll input.

## Journal Entry

Dept.	Account No.	Debit	Credit	Description	Accrued
9971			70.00	PARKING	
9972			70.00	LOAN	
9979	10124-1		150.00	EX.DEDNS	
9980	10328-1		280.00	SP.DEDNS	
9981	10329-1		8.00	COFFEE	
9983	10381-1		480.00	BONDS	
9984	11065-1		130.50	DENTAL	
9984	11065-2		162.00	DENTAL	
9985	10123-1		30.00	EXT.HLTH	
9987	10370-1		81.61	RRSP	
9987	10370-2		81.61	RRSP	
9988	10371-1		12.62		
9988	10371-2		12.62		
9989	10327-1		3,318.80	FED.TAX	
9990	10427-1		383.43	C.P.P.	
9990	10427-2		383.43	C.P.P.	
9991	2250-1		713.93	QUE.TAX	
9991	2250-1		162.84	QUE MED	
9991	11048-2		58.06	MAN MED	
9991	2253-2		40.03	ONT. EHT	
9992			282.42	Q.P.P.	
9993	10727-1		207.63	E.I.	
9993	10727-2		290.67	E.I.	
9994	10827-1		8,185.57	NET PAY	
9996	10937-1		760.31	ACCRUED VAC	
9997	10937-2		131.32	ACCRUED HOL	
	11011-0	16,487.40		PAYROLL CLEARING ACCOUNT	.00

01	11045-1	2,875.00		SAL. AND WAGES	
			30.00	CHARITY	
	11046-1	169.23		EMPLOYEE BENEFITS	
	11046-2	205.89		CPP/QPP	
	11049	315.00		ACCRUED VAC	
02	41045	3,762.50		SAL. AND WAGES	
			24.00	CHARITY	
	41046-1	174.84		EMPLOYEE BENEFITS	
	41046-2	141.21		CPP/QPP	
	41046-3	126.42		E.I.	
	41049	195.75		ACCRUED VAC	
03	71025	4,467.40		SAL. AND WAGES	
			84.00	CHARITY	
	71026-1	173.09		EMPLOYEE BENEFITS	

Dept.	Account No.	Debit	Credit	Description	Accrued
	71026-2	177.54		CPP/QPP	
	71026-3	164.25		E.I.	
	71029	380.88		ACCRUED VAC	
04	61045-1	421.40		SAL. AND WAGES	
98	91045	2,875.00		SAL. AND WAGES	
	11011-0		16,487.40	PAYROLL CLEARING ACCOUNT	.00

## PAYROLL REGISTER

The Payroll Register provides at-a-glance information that helps you optimize the use of your management data.

Information for each employee is divided into two sections:

- Masterfile information
- Current and year-to-date earnings, deductions and benefits

### 1 **Masterfile Information lists all relevant employee masterfile information, including:**

- home address
- rate of pay
- hourly equivalent for salaried employees
- employee status
- Social Insurance Number
- start date and birth date
- province code
- department code
- federal and provincial tax exemption amounts
- banking information

### 2 **Current and Year-to-Date Earnings, Deductions and Contributions** shows the codes, descriptions and amounts for all current and year-to-date register entries. Current and year-to-date amounts for all hours and earnings types are shown.

This section also lists all employee deductions/benefits and employer contributions, including:

- Plan types (also referred to as P codes), which indicate how each deduction and benefit is set up
- EI insurable hours (current/last 53 weeks) and earnings (current/last 27 pay periods)
- Vacation accumulators with plan type and accrual rate
- Target amounts (if applicable) for deductions/benefits

**Important:** Sequence numbers are required for all stop payments. They are conveniently located next to the Net Pay amount.

### 3 **Register Totals** (see page 16) display totals for all hours/earnings, deductions and benefits for the current pay run.

## Payroll Register

Stop/Recall 1-800-667-7867

1-0010 J H MASON  
125 GREENWAY CRESCENT  
SWIFT CURRENT, SK S7T9Y5

①

6-0015 R B MASON  
654 ASH STREET  
WINNIPEG, MB, R3N4G5

A-0019 R G CLOUTIER  
331 RUE MONTAGNE  
MONTREAL, QC, H3E3G2

Salary	\$1500.00 S	Pay Type	Regular	Status	Active(A)
Hrly Eq	37.500	Pay Per	3 Weeks	SIN	123-728-870
Dept	01	Prov	SK (7)	Avg Hrs	40.00
Start	1972/09/30	Birth	1949/11/01	Rehire	1972/09/30
Fed Ex	7131.00	Advance	25.00	Tax % PE	15.00
GS PensCur	2000.00	GS PensYTD	12700.00	X Code	NRTREG
Y Code	A1	Z Code	SKILL		
EFT 1:630 00116 06890009546					
Hrs.and Earns.	Cur.Hrs	YTD Hrs	Cur.Earn	YTD Earn	
SA SALARY			1500.00	7500.00	
OE OTH-EARN			250.00	2500.00	
VE VAC.PAY				2200.00	
WE			250.00	500.00	
EE Dedn's	Plan	Master	Cur.Ded.	YTD Ded.	
CPP	0		70.13	471.70	
EI	E				
FTAX	P	25.00	492.53	3134.17	
1E PARKING	1	10.00	10.00	20.00	
2E LOAN	1	25.00	25.00	50.00	
	Tgt	1950.00			
A COFFEE		1.00	1.00	5.00	
B CHARITY		10.00	10.00	50.00	
CE BONDS		160.00	160.00	800.00	
DE DENTAL		15.00	15.00	75.00	
EE EXT.HLTH		10.00	10.00	50.00	
HE	E	12.62	12.62	12.62	
GE RRSP	4	5.00	29.87	163.30	
SD SP.DEDNS			140.00	280.00	
M ADVANCE			25.00	100.00	
XD EX.DEDNS			25.00	50.00	
ER Cont.	Plan	Master	Cur.Cont.	YTD Cont.	
DR DENTAL		25.00	25.00	125.00	
HR	E	12.62	12.62	12.62	
GR RRSP	4	5.00	29.87	163.30	
VA VAC ACCR	3	6.00	105.00	-450.50	
WA HOL ACCR				-500.00	
GROSS PAY			2000.00	12700.00	
TOTAL DED.			1026.15	5261.79	
Net Pay Seq #21984427 EFT1			\$973.85	7438.21	

Salary	\$1200.00 S	Pay Type	Regular	Status	Active(A)
Hrly Eq	30.000	Pay Per	Weekly	SIN	
Dept	03	Prov	MB (6)	Avg Hrs	40.00
Start	1988/12/31	Birth	1982/01/03	Rehire	2000/11/30
Fed Ex	8200.00	X Code	WSTREG		
EFT 1:001 38436 1001412					
Hrs.and Earns.	Cur.Hrs	YTD Hrs	Cur.Earn	YTD Earn	
SA SALARY			1200.00	4800.00	
OE OTH-EARN			150.00	600.00	
PE PREMEARN				250.00	
XE BONUS				744.75	
EI INSURABLE	40.00	40.00	1350.00	1350.00	
EE Dedn's	Plan	Master	Cur.Ded.	YTD Ded.	
CPP	0		50.03	238.91	
EI	P		32.40	153.47	
FTAX	0		426.91	2180.98	
1E PARKING	1	10.00	10.00	10.00	
A COFFEE		1.00	1.00	4.00	
B CHARITY		12.00	12.00	48.00	
DE DENTAL		12.00	12.00	48.00	
GARNISH. T (see Summary)			\$120.40	561.81	
GARNISH. F (see Summary)			\$35.00	140.00	
ER Cont.	Plan	Master	Cur.Cont.	YTD Cont.	
DR DENTAL		12.00	12.00	48.00	
VA VAC ACCR	3	6.00	81.00	81.00	
GROSS PAY			1350.00	6394.75	
TOTAL DED.			699.74	3385.17	
Net Pay Seq #21984430 EFT1			\$650.26	3009.58	

Rate	14.500 H	Pay Type	Regular	Status	Active(A)
Pay Per	Weekly	SIN	640-832-655		
Dept	02	Prov	QC (4)	Avg Hrs	40.00
Start	1984/10/31	Birth	1955/06/13	Rehire	1984/10/31
Fed Ex	7131.00	JE Amount	20.00	Prov Ex	8330.00
TBF	20.00	TBP	20.00	X Code	STHREG
Y Code	22	Z Code	STHRE		
EFT 1:630 00116 06890009546					
EFT 2:611 06010 3035638					
Hrs.and Earns.	Cur.Hrs	YTD Hrs	Cur.Earn	YTD Earn	
RT REG EARN	75.00	375.00	1087.50	5437.50	
PE PREMEARN				100.00	
XE BONUS				1169.50	
VE VAC.PAY			250.00	500.00	
EI INSURABLE	92.24	409.48	1337.50	7207.00	
EE Dedn's	Plan	Master	Cur.Ded.	YTD Ded.	
QPP	0		50.32	271.86	
EI	0		32.10	172.97	
FTAX	0		219.49	1238.60	
PTAX			258.81	1423.93	
1E PARKING	1	10.00	10.00	20.00	
B CHARITY		8.00	8.00	40.00	
DE DENTAL		5.50	5.50	27.50	
XD EX.DEDNS			25.00	50.00	
GARNISH. S (see Summary)			\$194.20	1024.92	
ER Cont.	Plan	Master	Cur.Cont.	YTD Cont.	
JE MEALS		20.00	20.00	100.00	
DR DENTAL		4.00	4.00	20.00	
VA VAC ACCR	3	6.00	65.25	676.25	
GROSS PAY			1337.50	7207.00	
TOTAL DED.			803.42	4269.78	
Net Pay			\$534.08	2937.22	
Seq #21984432 EFT 2			\$100.00		
Seq #21984433 EFT 1			\$434.08		

**Register Totals ③****Register Totals ③**

Rate	9.800 P	Pay Type	Regular	Status	Active(A)
Dept	03	Pay Per	Weekly	SIN	357-951-450
Start	1982/07/01	Prov	ON (5)	Avg Hrs	40.00
Fed Ex	7131.00	Birth	1933/01/24	Rehire	1982/07/01
Z Code	EASRE	X Code	EASREG	Y Code	XX
Hrs. and Earns.	Cur.Hrs	YTD Hrs	Cur.Earn	YTD Earn	
RT REG.	80.00	240.00	784.00	2352.00	
OT OVERTIME	4.00	10.00	58.80	147.00	
WE BONUS			55.60	166.80	
EI INSURABLE	124.00	410.00	898.40	2665.80	
EE Dedn's	Plan	Master	Cur.Ded.	YTD Ded.	
CPP	0		32.41	94.04	
EI	0		21.56	63.98	
FTAX	0		197.11	522.27	
1E PARKING	1	10.00	10.00	20.00	
2E LOAN	1	10.00	10.00	20.00	
	Tgt	380.00			
A COFFEE		1.00	1.00	5.00	
B CHARITY		10.00	25.00	95.00	
DE DENTAL		15.00	15.00	75.00	
XD EX.DEDNS			25.00	24.00	
ER Cont.	Plan	Master	Cur.Cont.	YTD Cont.	
DR DENTAL		17.00	17.00	85.00	
VA VAC ACCR	4	4.00	35.94	606.64	
WA HOL ACCR	4	6.00	53.90	3659.94	
GROSS PAY			898.40	2665.80	
TOTAL DED.			337.08	1022.92	
Net Pay	Seq #21984434	Cheque	\$561.32	1642.88	

Hrs. and Earns.	Cur.Hrs	Cur.Earn
RT REG.	155.00	4571.50
OT OVERTIME	4.00	58.80
WE		250.00
VE VAC.PAY		250.00
OE OTH-EARN		400.00
XE BONUS		55.60
GROSSPAY	159.00	5585.90
NET PAY		3069.11
TRANSFER		2158.19
GARNISH.		349.60
Deductions	Employee	Employer
JE		20.00
M ADVANCES	25.00	
1E PARKING	40.00	
2E LOAN	35.00	
XD EX.DEDNS	75.00	
SD SP.DEDNS	140.00	
A COFFEE	3.00	
B CHARITY	55.00	-55.00
DE BONDS	160.00	
CE DENTAL	47.50	58.00
EF EXT HLTH	10.00	
GE RRSP	29.87	29.87
HE	12.62	12.62
PT FED.TAX	426.91	
FT FED.TAX	909.13	
PT C.P.P.	50.03	50.03
FT C.P.P.	102.54	102.54
MAN. MED		29.03
ONT. EHT		16.43
TQ QUE.TAX	258.81	57.83
PQ Q.P.P.	50.32	50.32
PT E.I.	32.40	45.36
FT E.I.	53.66	75.16

## PAYROLL REGISTER SUMMARY

The Payroll Register Summary is a series of five reports which prints after the payroll register. These reports display the following:

### 1 Special Deductions / Excess Deductions / Salary Allocation

In the event that a manual or reversal cheque is issued, the net pay amount shows up as a special deduction (SD) in this report. In addition, the code SD can be used as a one-time deduction code.

Excess deductions are produced for an employee when their total deductions exceed their net pay, or their total negative deductions are less than their total negative earnings. Any excess deductions can be carried forward to, and deducted from, your next pay run; or they can be accrued.

In the example illustrated, 50% of employee 10's salary has been allocated to department 98.

### 2 Hours and Earnings

Provides totals for all hours and earnings codes for the current payroll.

### 3 Employee Deductions and Employer Contributions

Provides a detailed breakdown and totals of all statutory and non-statutory deductions and benefits for the current pay, month-to-date, and year-to-date, as well as all year-to-date adjustments.

### 4 Deduction Cheques Issued on Your Behalf

Provides the amounts, sequence numbers, and descriptions of all deduction cheques/remittances issued as a result of the current pay.

### 5 Summaries of Provincial Medical and WCB Assessable Earnings

Summaries of these two items will display, totalled by province.

### 6 Vacation and Statutory Holiday pay

The amounts paid (a) and accrued (b) for the current pay period will display. The figures in the last column are total accumulated accrued amounts.

### 7 Distribution Summary (Departments 01–199)

This report has two sections. The first lists the total number of hours and earnings worked in a department other than the employee's home department. In the example on page 16, 40 regular and 2 overtime hours were debited (DR) to the exception department 04 and credited (CR) to the employee's home department 03.

The second section provides a breakdown, by department, of hours, earnings, and company benefits (including the employer portions of CPP/QPP, EI and provincial medical). The amount of vacation paid and accrued by department for the current period is also displayed.

## Payroll Register Summary



## Special Deductions / Excess Deductions / Salary % Allocation ❶

No.	Name	Special Deductions Code SD	Excess Deductions Code XD	Salary Allocation Code D1 - D5
0010	J H MASON	140.00	25.00	98-50*
0020	F R STROMBERG		25.00	

No.	Name	Special Deductions Code SD	Excess Deductions Code XD	Salary Allocation Code D1 - D5
0019	R G CLOUTIER		25.00	
	<b>TOTAL</b>	<b>140.00</b>	<b>75.00</b>	

## Hours and Earnings ❷

Code Description	Current Hours	Current Earnings
RT REG.	155.00	4571.50
OT OVERTIME	4.00	58.80
WE VAC.PAY		250.00
VE VAC.PAY		250.00
OE OTH-EARN		400.00
XE BONUS		55.60
<b>TOTAL</b>	<b>159.00</b>	<b>5585.90</b>

## Employee Deductions and Employer Contributions ❸

Description		Current Pay			Month to Date	YTD Adjustments		Year-to-Date	
Employee	Employer	Employee	Employer	Total		Employee	Employer	Employee	Employer
PARKING		40.00		40.00	70.00			70.00	
LOAN		35.00		35.00	70.00			70.00	
EX.DEDNS		75.00		75.00	150.00			124.00	
SP.DEDNS		140.00		140.00	280.00			280.00	
COFFEE		3.00		3.00	8.00			14.00	
CHARITY		55.00		55.00				233.00	
BONDS SOCIAL		160.00		160.00	480.00			800.00	
DENTAL DENTAL		47.50	58.00	105.50	292.50			225.50	278.00
EXT.HLTH		10.00		10.00	30.00			50.00	
RRSP RRSP		29.87	29.87	59.74	163.22			163.30	163.30
		12.62	12.62	25.24	25.24			12.62	12.62
FED.TAX		909.13		909.13	2464.98			4895.04	
FED.TAX -PART TIME		426.91		426.91	853.82			2180.98	
C.P.P.		102.54	102.54	205.08	566.74			565.74	565.74
C.P.P. -PART TIME		50.03	50.03	100.06	200.12			238.91	238.91
QUE.TAX QUE MED		258.81	57.83	316.64	876.77			1423.93	311.28
MAN MED			29.03	29.03	58.06	2700.00			137.50
ONT. EHT			16.43	16.43	40.03	2188.80			49.03
Q.P.P.		50.32	50.32	100.64	282.42			271.86	271.86
E.I.		53.66	75.12	128.78	342.78			236.95	331.72
E.I. -PART TIME		32.40	45.36	77.76	155.52			153.47	214.86
<b>TOTAL*****</b>		<b>2491.79</b>	<b>527.15</b>	<b>3018.94</b>					
<b>NET PAY</b>		<b>3094.11</b>		<b>3094.11</b>	<b>8185.57</b>			<b>16958.25</b>	
<b>GROSSPAY</b>		<b>5585.90</b>		<b>5585.90</b>	<b>14401.30</b>			<b>28967.55</b>	

## Payroll Register Summary



### Deduction Cheques Issued on Your Behalf ④

Payee	Sequence	Amount	Description
9989 RECEIVER GENERA	21984-435	909.13	FED.TAX
9990 RECEIVER GENERA	21984-437	205.08	C.P.P.
9991 MINISTRE DE REV	21984-439	316.64	QUE.TAX QUE M
9991 MINISTER OF FIN	21984-441	16.43	ONT.
9993 RECEIVER GENERA	21984-443	128.78	E.I.

Payee	Sequence	Amount	Description
9989 RECEIVER GENERA	21984-436	426.91	FED.TAX
9990 RECEIVER GENERA	21984-438	100.06	C.P.P.
9991 MINISTER OF FIN	21984-440	29.03	MAN M
9992 MINISTERE DU RE	21984-442	100.64	Q.P.P.
9993 RECEIVER GENERA	21984-444	77.76	E.I.

	E		12.62		12.62		25.24					
5	0											
PROV.MED	NF	NS	NB	QC	ON	MB	SK	AB	BC	QM	57.83	
WCB EARN	NF	NS	NB	QC	7307 ON	2680 MB	6394 SK	AB	BC	PY	NT	
MEALS				20.00	20.00							
VAC.PAY		250.00		287.19							913.39	
6		250.00		53.90							3159.94	
			a	b								

CHEQUES PREPARED  
\$910.92

TRANSFERS/DEPOSITS  
\$2,158.19

ADVANCES  
25.00

DEDUCTIONS  
\$2,310.46

TOTAL  
\$5,379.57

## Payroll Register Summary



### Distribution Summary 7

DR	CR	Hours	RT	OT	PE	OE
04	03	40.00	392.00			
04	03	2.00	19.60	9.80		

CO	H	O	U	R	S	No.				E	A	R	N	I	N	G	S	Monthly	Total	Vacation
DE	Reg	OT	DT	XT	YT	EES	Reg	OT	DT	OE	PE	XE	Vac.Pay	Gross	Total	Benefits	Accrued			
01						1	750.00			125.00			125.00	1000.00	2875.00	137.62	105.00			
02	75					1	1087.50						250.00	1337.50	3762.50	157.09	65.25			
03	40	2				2	1592.00	29.40		150.00		55.60		1827.00	4467.40	232.44	170.84			
04	40	2					392.00	29.40						421.40	421.40					
98							750.00			125.00			125.00	1000.00	2875.00					
	155	4				4	4571.50	58.80		400.00		55.60	500.00	5585.90	14401.30	527.15	341.09			

## STANDARD EXCEL REGISTER

Powerpay only.

\* Available at an additional charge \*

The Standard Excel Register provides the ability to turn your payroll data into insight. Each pay, your payroll register detail, in MS Excel format, is delivered directly to Powerpay Web. Payroll codes are accompanied by short descriptions of the Earning, Deduction and Accrual codes reflect your payroll setup to make it easier to indentify the relevant fields.

Based upon your payroll setup, fields may include:

<b>Payment Details</b>	Cheque Type Pay Period Number Gross Pay Current Gross Pay YTD Net Pay YTD only Net Pay Current Employee Hourly Rate or Salary (RA or SA)
<b>Employee details</b>	Employee Number Name SIN Address City Province Postal Code Employee Status Salary/Hourly indicator
<b>Cheque/EFT Details</b>	Payment Sequence Number Banking Institution Number Bank Transit No. Banking: Account Number
<b>Distribution Information</b>	Department Code, X, Y, Z codes

<b>Earnings/Hours</b>	Earnings/Hours Current & YTD Regular Overtime Hours YTD (OT DT XT YT) Overtime Earnings YTD (OT) Statutory Holiday (XT/YT) Sick Current, YTD & Accumulator Vacation Hours/Earnings/Accumulator Holiday Hours/Earnings/Accumulator XE Earnings (includes X1-X5) Codes O10-O99 Codes X1, X2, X3, X4, X5 Current Insurable Hours Current Insurable Earnings Lifetime Hours YTD Lifetime Earnings YTD
<b>Statutory Deductions/ Contributions</b>	Federal Tax Deduction Current Federal Tax Deduction YTD CPP Employee Deduction – Current and YTD CPP Employer Contribution – Current and YTD EI Employee Deduction – Current and YTD EI Employer Contribution – Current and YTD WCB Current & YTD Assessable Earnings
<b>Deductions</b>	10E-99E Current & YTD 10R-99R Current & YTD
<b>Miscellaneous</b>	HR Contribution Current HR Contribution YTD Z CODE 01 TC Code

## Standard excel register – data sample



	B	D	Y	Z	AA	AB
1					REG	REGULIER
2						
3	Employee Number	Employee Name (1st 12 Characters)	Gross Pay Current	Gross Pay YTD	Regular Hours YTD (RT QT)	Regular Earnings YTD (RT QT)
4	Numéro d'Employé	Nom de l'employé (12 premiers caractères)	Montant de la paie brute courant	Cumul annuel des montants de la	Cumul annuel des heures régulières	Cumul annuel des gains réguliers (
6	160000004	ANDERSON KIMBERLY I	0.00	2,990.63	146.50	1,574.88
7	160000005	THOMAS LARRY J	0.00	5,229.95	280.00	3,010.00
8	160000006	JACKSON LAURA K	0.00	4,501.37	270.25	2,702.50
9	160000008	HARRIS LISA M	0.00	5,020.78	281.00	3,019.88
10	160000009	MARTIN MARGARET N	0.00	5,549.32		5,549.32
11	160000011	GARCIA MARIE P	0.00	5,577.38	263.50	3,283.75
12	160000014	CLARK MARY S	2,996.35	10,679.31	-64.00	6,146.37
13	160000015	RODRIGUEZ MATTHEW T	0.00	3,054.85	103.00	1,462.60
14	160000019	HALL NANCY X	0.00	5,901.47	282.00	4,709.40
15	160000023	KING PAUL B	0.00	6,038.40	280.00	4,984.00
16	160000027	SCOTT RICHARD F	0.00	5,999.50	281.00	4,692.70
17	160000038	PHILLIPS STEPHEN Q	0.00	4,529.80	275.00	3,905.00
18	160000039	CAMPBELL STEVEN R	0.00	4,217.40	201.00	2,854.20
19	160000042	EDWARDS TIMOTHY U	0.00	4,478.54	213.00	3,024.60
20	160000049	COOK ANN B	0.00	3,901.66	177.50	1,906.13
21	160000052	MURPHY ARTHUR E	0.00	4,856.06	206.25	2,062.50
22	160000055	COOPER BRENDA H	0.00	6,071.65	219.00	3,394.50
23	160000058	HOWARD CAROL K	0.00	3,892.58	177.50	1,908.13
24	160000059	WARD CAROLYN L	0.00	7,801.87	-200.00	1,934.22
25	160000071	CHANG DONNA X	0.00	2,350.10	149.25	2,119.35
26	160000083	BERTRAND HELEN J	0.00	4,324.69	238.75	3,390.25

**CERIDIAN BUSINESS INTELLIGENCE REPORTING – BLUE UNIVERSE****Anniversary Report**Pay Group:  
Department:**Anniversary Report**Report Run: 28/10/2014  
Report Name: Anniversary Report  
Run By:**\*\*\*\*\* 3 Year Anniversary \*\*\*\*\***

Pay Group	Clock/Employee Number	Employee Name (Last, First)	Department	Hire Date	Length of Service
T4002T	000012345	MCCLURE, BRYTON	115	02/10/2011	3 yrs 0 mos
T4002T	000012346	BREGMAN, TRACEY E	020	12/10/2011	3 yrs 0 mos
T4002T	000012347	WILLIAMS, TONYA LEE	001	26/10/2011	3 yrs 0 mos
T4002T	000012348	MAITLAND, BETH	050	29/10/2011	3 yrs 0 mos
T4002T	000012349	CAST, TRICIA	115	26/10/2011	3 yrs 0 mos
T4002T	000012350	BIERDZ, THOM	002	29/10/2011	3 yrs 0 mos
T4002T	000012351	BELL, LAURALEE	555	09/11/2011	2 yrs 11 mos
T4002T	000012352	CHAPMAN, JUDITH	625	09/11/2011	2 yrs 11 mos
T4002T	000012353	LUCKINBILL, THAD	745	09/11/2011	2 yrs 11 mos

**\*\*\*\*\* 5 Year Anniversary \*\*\*\*\***

Pay Group	Clock/Employee Number	Employee Name (Last, First)	Department	Hire Date	Length of Service
T4002T	000012354	KHALIL, CHRISTEL	100	03/11/2009	4 yrs 11 mos
T4002T	000012355	RIKAART, GREG	700	20/12/2009	4 yrs 10 mos

## CERIDIAN BUSINESS INTELLIGENCE REPORTING – BLUE UNIVERSE

### Cheque Detail

Pay Group: Employee Name (Last, First):		<b>Cheque Detail Report</b>		Report Run: 28/10/2014 Report Name: Check Detail Run By:	
Cheque Type:					
<b>Employee Information</b>					
Clock/Employee Number	000000008	Pay Group Name	Payroll T4000 -		
Employee Name (Last, First)	JONES, JEDDA	Department	100		
Address	457 BOULEVARD MONTCLAIR	SSN/SIN	654789577		
	MONTREAL, QC H1H2H2	Primary State/Prov	QC		
Control 4/X Code					
Control 5/Y Code					
Control 6/Z Code					
<b>Cheque Information</b>					
Cheque Date	04/04/2014	Gross Pay	1,234.56		
Pay Period	2014-03-18	Current Tax Amount	123.45		
Cheque Number	039459110	Cheque Deduction Amount			
Cheque Type	3	Net Pay	1,111.11		
<b>Cheque Detail</b>					
<b>Hours and Earnings</b>					
Earning Code	Hours Worked	Earn Amount			
RT	86.67	1,234.56			
Totals	86.67	1,234.56			
<b>Statutory Deductions</b>					
Wage Tax Code	Current Tax Amount				
EI	52.91				
FED	445.11				
PIP	19.33				
QPP	171.42				
QUE	527.42				
Totals	1,216.19				
<b>Employee Deductions</b>					
Cheque Deduction Code	Plan Code	Cheque Deduction Amount			
Totals					
<b>Employer Deductions/Contributions</b>					
Cheque Deduction Code	Plan Code	Cheque Deduction Amount			
VA7	7				
Totals					

**CERIDIAN BUSINESS INTELLIGENCE REPORTING – BLUE UNIVERSE****Deduction Summary**

Pay Group:	<b>Deduction Summary</b>	Report Run: 28/10/2014
Cheque Deduction Code:		Report Name: Deduction Summary
		Run By:

<b>Canada Co</b>	
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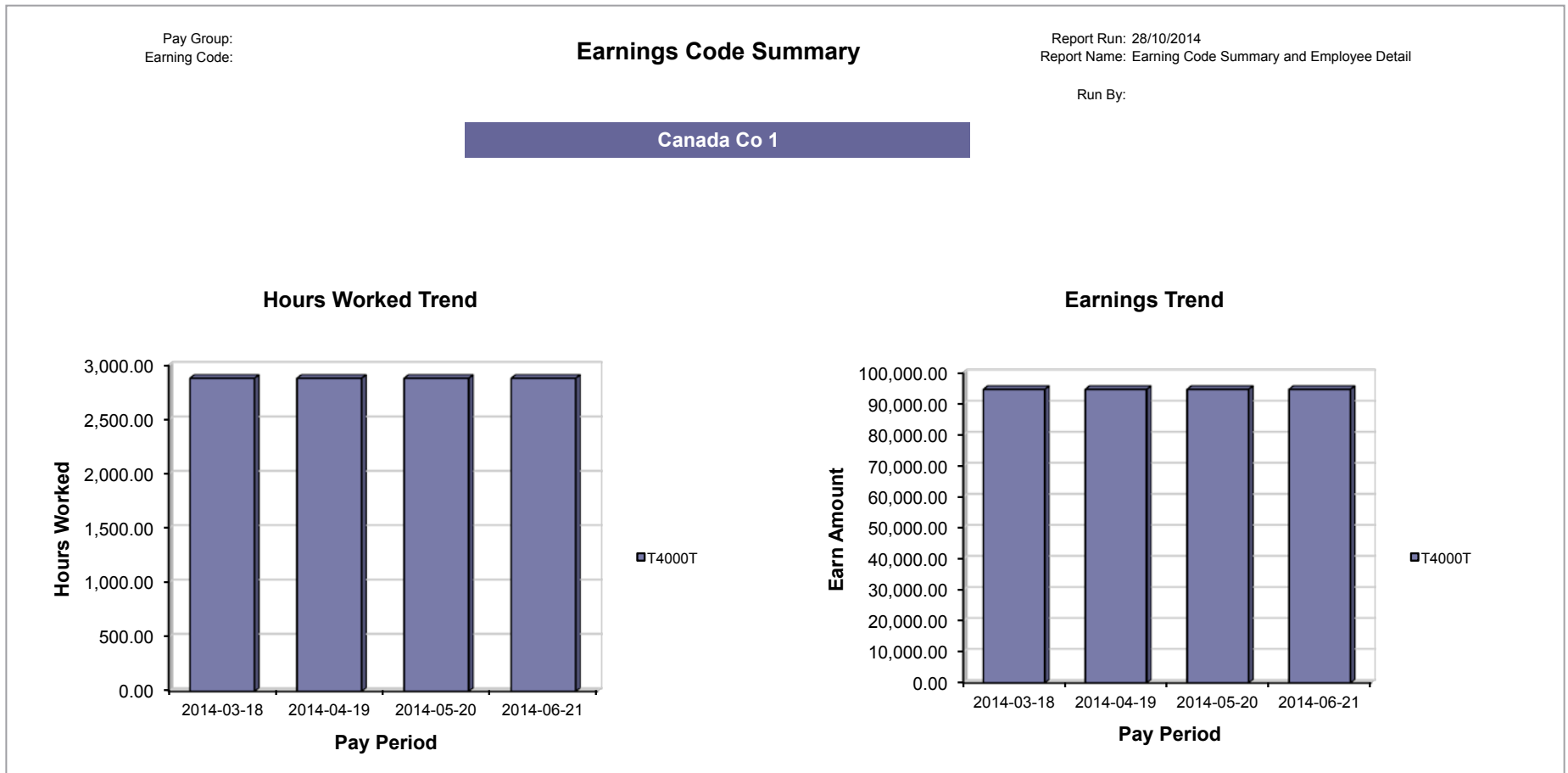
Pay Group	Cheque Deduction Amount
T4000T	
Canada Co Total	

Pay Group	Cheque Deduction Code	Cheque Deduction Amount
T4000T	VA7	

## CERIDIAN BUSINESS INTELLIGENCE REPORTING – BLUE UNIVERSE

### Earnings Code Summary



## CERIDIAN BUSINESS INTELLIGENCE REPORTING – BLUE UNIVERSE

## Employee Address

Pay Group: Department:			Employee Address			Report Run: 28/10/2014 Report Name: Employee Address Run By:	
Pay Group	Department	Clock/Employee Number	Employee Name (Last, First)	Street 1	City	State/Province	Postal Code
T4000T	100	000000001	MUNN, MARILYN	1 FORKS MARKET DR	MONTREAL	QC	H1A5C9
T4000T	100	000000002	BUNN, WARREN	10-900 MCPHILIPS WAY	MONTREAL	QC	H1A5C9
T4000T	100	000000003	GERDING, KATHLEEN	100 GOLSPIE ST	MONTREAL	QC	H1A5C9
T4000T	100	000000004	RUE, DIYAANNE	123 ANYWHERE STREET	MONTREAL	QC	H1A5C9
T4000T	100	000000005	SMITH, GEORGE	14 PACIFIC WAY	MONTREAL	QC	H1A5C9
T4000T	100	000000007	ANKLAM, BEVERELY	187 BERRI STREET	MONTREAL	QC	H1A5C9
T4000T	100	000000008	JONES, JEDDA	20-90 RUE ST CATHERINE	MONTREAL	QC	H1A5C9
T4000T	100	000000009	MCLICKER, DON	22 CUMBERLAND AVE	MONTREAL	QC	H1A5C9
T4000T	100	000000010	LAND, BREEANNE	22 CUMBERLAND AVE	MONTREAL	QC	H1A5C9
T4000T	100	000000011	ASH, ROBERT	22 DONALD AVE	MONTREAL	QC	H1A5C9
T4000T	100	000000012	FISHER, JANE	2266 LANDSDOWN DR	MONTREAL	QC	H1A5C9
T4000T	100	000000013	WAGNER, DONNA	22715 SHERBROOK BAY	MONTREAL	QC	H1A5C9
T4000T	100	000000014	MATTHEWS, MAGGIE	22715 SHERBROOK BAY	MONTREAL	QC	H1A5C9
T4000T	100	000000016	BURNS, BART	33 GARRY ST	MONTREAL	QC	H1A5C9
T4000T	100	000000019	SIMPSON, LISA	3350 MCDERMOT ST N.W	MONTREAL	QC	H1A5C9
T4000T	100	000000020	BOYLE, DIANE	41 MEADOWWOOD LAND	MONTREAL	QC	H1A5C9
T4000T	100	000000021	MARTIN, ADAM	44 BROADWAY BLVD	MONTREAL	QC	H1A5C9
T4000T	100	000000023	OLIVEIRA, LOUIS	44 ROTHESAY WAY	MONTREAL	QC	H1A5C9
T4000T	100	000000025	ANKLAM, MARYLOU	447 ST MARY WAY	MONTREAL	QC	H1A5C9
T4000T	100	000000026	ROBERTSON, GAYLE	457 BOULEVARD DECARIE	MONTREAL	QC	H1A5C9
T4000T	100	000000028	MORRIS, JEANNIE	520 LACORDAIRE BOULEVARD	MONTREAL	QC	H1A5C9
T4000T	100	000000029	WORSWICK, BECKY	536 GREEN AVE	MONTREAL	QC	H1A5C9
T4000T	100	000000032	RODRIGUEZ, DEBBI	54 KIMBERLY AVE	MONTREAL	QC	H1A5C9
T4000T	100	000000034	ROUTON, RENEE	544 REDWOOD DR	MONTREAL	QC	H1A5C9
T4000T	100	000000035	PIRMAN, MARGARET	55-524 ELLICE BAY	MONTREAL	QC	H1A5C9
T4000T	100	000000038	GIVENS, LARRY	555 NOTRE DAME AVE	MONTREAL	QC	H1A5C9
T4000T	100	000000047	RADMORE, DEBBY	58-700 HARGRAVE AVE	MONTREAL	QC	H1A5C9
T4000T	100	000000048	BURGESS, MARK	6400 SMITH ST	MONTREAL	QC	H1A5C9
T4000T	100	000000049	FRANCIS, ROBERT	655 WALL ST WEST	MONTREAL	QC	H1A5C9
T4000T	100	000000050	GOODSON, ADAM	6578 DUNROBIN ST	MONTREAL	QC	H1A5C9
T4000T	100	000000051	OWENS, JESSIE	66 15 SHERBROOK BAY	MONTREAL	QC	H1A5C9
T4000T	100	000000052	PAYNE, SHAUN	66 ASSINIBOINE WAY	MONTREAL	QC	H1A5C9
T4000T	100	000000053	SMITH, JONES	66 MAIN ST	MONTREAL	QC	H1A5C9
T4000T	100	000000054	LEADER, TIM	66 PROVENCHER BLVD	MONTREAL	QC	H1A5C9
T4000T	100	000000055	HOLDEN, JUDY	66 SALTER RD Y	MONTREAL	QC	H1A5C9
T4000T	100	000000057	CAMPBELL, DAVE	679-50TH ST N.W	MONTREAL	QC	H1A5C9
T4000T	100	000000058	DOUGLAS, BOB	699 REGENT AVE	MONTREAL	QC	H1A5C9
T4000T	100	000000059	TEST, NAME	78 MCDERMOT DR	GEORGETOWN	ON	L7G6A1
T4000T	100	000000060	HALL, KRISTEN	80 CUMBERLAND BLVD WEST	MONTREAL	QC	H1A5C9
T4000T	100	000000062	ROSE, BEV	80 RUE DE MONTREAL	MONTREAL	QC	H1A5C9

## CERIDIAN BUSINESS INTELLIGENCE REPORTING – BLUE UNIVERSE

## Employee Pay Period Register

Pay Group: Department: Employee Name (Last, First): Pay Period:	<b>Employee Pay Period Register</b>				Report Run: 28/10/2014 Report Name: Employee Pay Period Run By: Danister																																																				
<b>Employee Profile</b> ID: 000000001 INKLAM, MARY 22 KING AVE MONTREAL, QC H1H2H2 SSN/SIN: 987654321 Annual Salary 45,678.00 Freq S Base Rate 1,791.6700 Payroll Status A Sched Hours 86.67 Primary State/Prov QC Hire Date 27/11/2002 Rehire Date 27/11/2002 Termination Date Control 4/X Code Control 5/Y Code Control 6/Z Code				<b>Hours and Earnings</b> <table border="1"> <thead> <tr> <th colspan="4">Current</th> </tr> <tr> <th>Earning Code</th> <th>Earning Desc</th> <th>Hours</th> <th>Earnings</th> </tr> </thead> <tbody> <tr> <td>RT</td> <td>REG</td> <td>86.67</td> <td>1,234.56</td> </tr> </tbody> </table>				Current				Earning Code	Earning Desc	Hours	Earnings	RT	REG	86.67	1,234.56	<b>Employee Deductions</b> <table border="1"> <thead> <tr> <th colspan="4">Current</th> </tr> <tr> <th>Deduction Code</th> <th>Cheque Deduction Desc</th> <th>Plan Code</th> <th>Deductions</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Current				Deduction Code	Cheque Deduction Desc	Plan Code	Deductions					<b>Statutory Deductions</b> <table border="1"> <thead> <tr> <th colspan="2">Current</th> </tr> </thead> <tbody> <tr> <td>Gross Pay</td> <td>2,345.67</td> </tr> <tr> <td>EI</td> <td>27.41</td> </tr> <tr> <td>FED</td> <td>145.04</td> </tr> <tr> <td>PIP</td> <td>10.02</td> </tr> <tr> <td>QPP</td> <td>85.17</td> </tr> <tr> <td>QUE</td> <td>193.04</td> </tr> <tr> <td>Deductions</td> <td>0</td> </tr> <tr> <td>Net Pay</td> <td>1,333.33</td> </tr> </tbody> </table>				Current		Gross Pay	2,345.67	EI	27.41	FED	145.04	PIP	10.02	QPP	85.17	QUE	193.04	Deductions	0	Net Pay	1,333.33
Current																																																									
Earning Code	Earning Desc	Hours	Earnings																																																						
RT	REG	86.67	1,234.56																																																						
Current																																																									
Deduction Code	Cheque Deduction Desc	Plan Code	Deductions																																																						
Current																																																									
Gross Pay	2,345.67																																																								
EI	27.41																																																								
FED	145.04																																																								
PIP	10.02																																																								
QPP	85.17																																																								
QUE	193.04																																																								
Deductions	0																																																								
Net Pay	1,333.33																																																								
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## CERIDIAN BUSINESS INTELLIGENCE REPORTING – BLUE UNIVERSE

## New Hire

Pay Group: Department: Clock/Employee Number: Employee Name (Last, First):		New Hire			Report Run: 28/10/2014 Report Name: New Hire Run By:
Pay Group	Department	Clock/Employee Number	Employee Name (Last, First)	Hire Date	Annual Salary
T4000T	100	000000001	CAMPBELL, JEFF	30/03/2011	56,985.60
T4000T	100	000000002	FIGLER, RANDY	01/08/2008	0.00
T4000T	100	000000003	FRANCIS, ROBERT	15/01/2010	37,999.92
T4000T	100	000000004	GOODSON, ADAM	20/11/2010	31,265.52
T4000T	100	000000005	HOLDEN, JUDY	01/09/2010	0.00
T4000T	100	000000006	JAMES, JESSIE	22/05/2007	67,999.92
T4000T	100	000000007	JONES, JENNIFER	01/02/2011	0.00
T4000T	100	000000008	MCFLICKER, DON	01/04/2011	0.00
T4000T	100	000000009	MUNN, MICHELLE L M	02/11/2009	552.00
T4000T	100	000000010	OLIVEIRA, LOUIS	19/05/2009	40,999.92
T4000T	100	000000011	SMITH, JANE	16/04/2010	180,000.00
T4000T	100	000000012	SMITH, JASON	16/04/2010	61,999.92
T4000T	100	000000013	TERRELL, SAMANTHA	01/01/2007	0.00

## CERIDIAN BUSINESS INTELLIGENCE REPORTING – BLUE UNIVERSE

## Paid Terminated

Pay Group:		Paid Terminated								Report Run: 10/11/2014 Report Name: Paid Terminated Run By: ginnyom-IAM@CERSVC	
Pay Group	Clock/Employee Number	Employee Name (Last, First)	Termination Date	Pay Period	Cheque Date	Cheque Number	Cheque Type	Gross Pay	Net Pay		
T4000T	000000200	JONES, JANE	31/03/2014	2014-03-18	04-04-2014	039459200	3	4,166.67	2,583.91		
T4000T	000000201	SMITH, MARK	31/03/2014	2014-03-18	04-04-2014	039459201	3	4,167.67	2,584.91		
T4000T	000000202	PARKER, WILLIAM	31/03/2014	2014-03-18	04-04-2014	039459202	3	4,168.67	2,585.91		
T4000T	000000203	TAYLOR, JOSEPH	31/03/2014	2014-03-18	04-04-2014	039459203	3	4,169.67	2,586.91		
T4000T	000000204	CISCO, BEVERLY	31/03/2014	2014-03-18	04-04-2014	039459204	3	4,170.67	2,587.91		
T4000T	000000205	SUMMERS, PAUL	31/03/2014	2014-03-18	04-04-2014	039459205	3	4,171.67	2,588.91		
T4000T	000000206	GRAMMER, RITA	31/03/2014	2014-03-18	04-04-2014	039459206	3	4,172.67	2,589.91		
T4000T	000000207	JOHNSON, TINA	31/03/2014	2014-03-18	04-04-2014	039459207	3	4,173.67	2,590.91		
T4000T	000000208	MARKS, JENNIFER	31/03/2014	2014-03-18	04-04-2014	039459208	3	4,174.67	2,591.91		
T4000T	000000209	THOMPSON, JEFFERY	31/03/2014	2014-03-18	04-04-2014	039459209	3	4,175.67	2,592.91		
T4000T	000000210	ARNOLD, BEN	31/03/2014	2014-03-18	04-04-2014	039459210	3	4,176.67	2,593.91		
T4000T	000000211	BECKET, DEENA	31/03/2014	2014-03-18	04-04-2014	039459211	3	4,177.67	2,594.91		
T4000T	000000212	BARNES, ROGER	31/03/2014	2014-03-18	04-04-2014	039459212	3	4,178.67	2,595.91		

## CERIDIAN BUSINESS INTELLIGENCE REPORTING – POWERPAY UNIVERSE

### Document List – Powerpay Templates

The screenshot displays the Ceridian Business Intelligence Reporting – Powerpay Universe interface. The top navigation bar includes the Ceridian logo, a 'CLIENT SETUP' button, and an 'ANALYTICS' button. Below this, a secondary bar contains 'Analytics', 'Data Status Payroll', 'Data Status EIM', and 'Data Status WFM'. A welcome message 'Welcome, Test Master | ROLE: Client Admin Master' and a 'Last Login: 07/05/2015 1' timestamp are visible.

The main content area is titled 'Document List' and features a navigation pane on the left with a tree view showing folders: 'My Favorites', 'Inbox', 'Public Folders', 'Ceridian Payroll', 'Powerpay', 'Standard/Formatted', 'Templates' (highlighted), 'Administrative', and 'PPOrg3'. The main pane displays a table of document templates.

Title ^	Last Run
Blank Report Template Template for building new custom reports.	
Direct Deposits Detailed direct deposit information for active employees who are associated with the active pay period by payroll ID.	
Earning Codes Detailed earning code information by payroll ID.	
Employee Deductions and Contributions Permanent deduction and contribution information for employees by payroll ID.	
Employee Profile Detailed profile information for employees by payroll ID	
New Hires Detailed new hire information for the specified date range by payroll ID.	
Payroll Register Preview Preview of the Payroll Register for the active pay period for the selected payroll ID by employee.	
Permanent Earnings Detailed permanent earnings information for employees by payroll ID.	
Regular Payment - Employee Timesheet Detailed employee timesheet information for the selected pay period by payroll ID and employee.	

**CERIDIAN BUSINESS INTELLIGENCE REPORTING – POWERPAY UNIVERSE****Blank Report Template**

The screenshot displays a web-based reporting interface. At the top left, there are labels for 'Powerpay Payroll ID:', 'Company Name - English:', and 'PSID:'. In the top center, a large text box is labeled 'Enter Report Title Here'. At the top right, it shows 'Report Run: 22/04/2015', 'Report Name: Blank Report Template', and 'Run By: ppcamen3@PPOrg3'. The main area of the interface contains the instruction: 'Delete this cell and design the body of your report in this space.' At the bottom, there is a horizontal navigation bar with five tabs: 'Letter Portrait' (selected), 'Letter Landscape', 'Legal Landscape', 'Legal Portrait', and 'Query Summary'. Each tab has a small document icon to its left.

## CERIDIAN BUSINESS INTELLIGENCE REPORTING – POWERPAY UNIVERSE

### Deduction and Contribution – Summary

Pay Group: PT9514				Report Name: Deduction & Contribution - Summary			
Employee Deduction: 1st Language: Code:				Refresh Date As of: 04-Jan-2015			
				Run By: asauyia@PPComp5			

Powerpay Payroll ID: PP4T951				Pay Group: PT9514									
Employee Deduction				Employer Contribution									
Code	Powerpay Description 1	Report Description 1	Powerpay Description 2	Report Description 2	Powerpay Description 1	Report Description 1	Powerpay Description 2	Report Description 2	Custom Config	Calculation Method	Multiple of	Factor of / Multiplied by	Applies to
11	United Way	UNTDWAY			United Way	UNTDWAY			No	Percentage of earnings - 2 decimals			Both Employee and Employer
12	Coffee Fund	COFFEE			Coffee Fund	COFFEE			No	Straight dollar amount			Employee only - Any employer contribution is a straight dollar amount
13	ADVANCE	ADVANCE	ADVANCE	ADVANCE					No	Straight dollar amount			Employee only - there is no employer contribution
14	MISC DEDUCTION	MISC DED	MISC DEDUCTION	MISC DED					No	Straight dollar amount			Employee only - there is no employer contribution
21	test	test	test3	test3	test	test	test3	test3	No	Earnings are annualized, rounded up to the next multiple of (\$999.99), multiplied by (99.99), and then calculated as cents per \$1,000.00 - 2 decimals.	3,434.78	67.88	Employee only - Any employer contribution is a straight dollar amount
31	p	p			p	p			Yes	Straight dollar amount			Both Employee and Employer
32					test	test	tsetco	tsetco	No	Earnings are annualized, multiplied by a factor of (99.99), rounded up to the next thousand, and then calculated as cents per \$1,000.00 - 2 decimals.			88.99 Employer only - there is no employee deduction
41	CB1	CB1			CB1	CB1			No	Straight dollar amount			Both Employee and Employer
61	PRPP Ded	PRPP Ded							No	Cents per hour - 4 decimals			Employee only - there is no employer contribution
62					PRPP Con	PRPPCon			No	Straight dollar amount			Employer only - there is no employee deduction
69	Neha	Neha	Neha	Neha					No	Percentage of another deduction located in Groups #1 - #7.			Employee only - there is no employer contribution
AZ	AZPPDed1	AZERDed1	AZPPDed2	AZERDed2					No	Deduct Garnishee Administration Fee for any Provincial Garnishees set up for Alberta employees who are subject to the Alberta Minimum Subsistence Rules.			Employee only - there is no employer contribution
B1	Union1	Union1	Union1	Union1					No	Straight dollar amount			Employee only - there is no employer contribution
C1	PA-PRPP EE-SR	PRPPEE	PA-PRPP EE-SR	RPACEE	PA-PRPP ER-SR	PRPPER	PA-PRPP ER-SR	RPACER	No	Straight dollar amount			Both Employee and Employer
D1	PA-PRPP EE-% R	PRPPEE	PA-PRPP EE-% R	RPACEE	PA-PRPP ER-% R	PRPPER	PA-PRPP ER-% R	RPACER	No	Percentage of earnings - 2 decimals			Both Employee and Employer
E1					PA-PRPP ER-% ER	PRPPER	PA-PRPP ER-% ER	RPACER	No	Percentage of employee deductions located in Group C or D.			Employer only - there is no employee deduction
F1					SalesMemo	SALEMEM	Mémo des ventes	VENTES	No	Straight dollar amount			Employer only - there is no employee deduction
F2	NET PYMT	NET PYMT	PAIEMNET	PAIEMNET					No	Straight dollar amount			Employee only - there is no employer contribution
G1	Mark	Deductio	Mark	Deductio	Mark	Deductio	Mark	Deductio	No	Straight dollar amount			Both Employee and Employer
G2	Robert	Choate	Robert	Choate	Robert	Choate	Robert	Choate	No	Cents per hour - 4 decimals			Both Employee and Employer
H1					WCB1	WCB1	WCB1	WCB1	No	Percentage of earnings - 2 decimals			Employer only - there is no employee deduction

Pay Group: PT9514

PRIVACY NOTICE: Report contains private/proprietary data and may not be distributed without prior written consent.  
DATA NOTICE: Report contains synchronized data. Edits in Powersay may take 20 minutes to appear in report.

Page 1 of 1

Pay Group: PT9514

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Page 1 of 1

## CERIDIAN BUSINESS INTELLIGENCE REPORTING – POWERPAY UNIVERSE

### Deduction and Contribution – 3rd Party Benefits

Pay Group: PT9514		Pay Group: PT9514																																																																			
Deduction/Contribution Code		61																																																																			
<b>Descriptions</b> <table border="1"> <thead> <tr> <th>Powerpay</th> <th>Report/ Pay Statements</th> </tr> </thead> <tbody> <tr> <td>Employee Deduction: 1st Language</td> <td>PRPP Ded</td> </tr> <tr> <td>Employee Deduction: 2nd Language</td> <td>PRPP Ded</td> </tr> <tr> <td>Employer Contribution: 1st Language</td> <td>Employee Deduction: 2nd Language</td> </tr> <tr> <td>Employer Contribution: 2nd Language</td> <td>Employer Contribution: 1st Language</td> </tr> <tr> <td></td> <td>Employer Contribution: 2nd Language</td> </tr> </tbody> </table>				Powerpay	Report/ Pay Statements	Employee Deduction: 1st Language	PRPP Ded	Employee Deduction: 2nd Language	PRPP Ded	Employer Contribution: 1st Language	Employee Deduction: 2nd Language	Employer Contribution: 2nd Language	Employer Contribution: 1st Language		Employer Contribution: 2nd Language																																																						
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## CERIDIAN BUSINESS INTELLIGENCE REPORTING – POWERPAY UNIVERSE

### Deduction and Contribution – Basic Setups

Pay Group: PT9514		Deduction and Contribution - Basic Setups		Report Run: 04-Jan-2016 Report Name: Deduction and Contribution - Basic Setups Refresh Data As of: 04-Jan-2016 Run By: asaumya@PPComp5	
Powerpay Payroll ID: PP4T951		Pay Group: PT9514			
Deduction/Contribution Code		11			
<b>Descriptions</b>					
Powerpay				Reports/ Pay Statements	
Employee Deduction: 1st Language	United Way	Employee Deduction: 1st Language	UNTWAY		
Employee Deduction: 2nd Language		Employee Deduction: 2nd Language			
Employer Contribution: 1st Language	United Way	Employer Contribution: 1st Language	UNTWAY		
Employer Contribution: 2nd Language		Employer Contribution: 2nd Language			
<b>Calculation Details</b>					
Calculation Method	Multiple of	Factor of/ Multiplied by	Applies to		
Percentage of earnings - 2 decimals			Both Employee and Employer		
<b>Other Options</b>					
Print employer contribution on pay statements?	Yes	Journalize employer contribution?	Yes		
Taxable benefits included in the calculation	Federal only	This deduction / contribution will not be processed for employees without any current pay	Yes		
Pension Number		For Reg Payments - amount entered in 'This Pay Only'	Replace the calculated amount		
Employee Deduction - Tax & Garnishee Consideration		Employer Contribution - Tax Considerations	Taxable benefit for everything excluding EI/ QPIP.		
<b>Miscellaneous</b>					
Signal Details	Multiple of	Minimum amount per pay	Maximum amount per pay	YTD maximum amount	
For the employer contribution only...				5,000	
None of these options apply					
<b>Year End Forms</b>					
<b>T4</b>					
Employee Deduction	Not applicable	Employer Contribution	Other Taxable Allowances and Benefits (Box 40)		
<b>T4A</b>					
Employee Deduction	Not applicable	Employer Contribution	Not applicable		
<b>Relevé 1</b>					
Employee Deduction	Not applicable	Employer Contribution	Not applicable		
<b>Hours to be included in calculation</b>					
Hours		<b>Earnings to be included in calculation</b>			
DT- Double Time	Exclude	Earnings		<b>Other Codes to be included in calculation</b>	
OT- Overtime Hours	Exclude	SA- Base Salary	Include	Group	
RT- Regular Hours	Exclude	VE- Vacation Pay	Exclude		
XT- Extra Time	Exclude	WE- Different Vac	Exclude		
<div> <div>Pay Group: PT9514</div> <div> <b>PRIVACY NOTICE:</b> Report contains private/proprietary data and may not be distributed without prior written consent.  <b>DATA NOTICE:</b> Report contains synchronized data. Edits in Powerpay may take 20 minutes to appear in report.         </div> <div>Page 1 of 12</div> </div>					

## CERIDIAN BUSINESS INTELLIGENCE REPORTING – POWERPAY UNIVERSE

### Deduction and Contribution – Group Retirement Plans

Pay Group: PT9504				Deduction and Contribution - Group Retirement Plans (PRPP)				Report Run: 05-Jan-2018 Report Name: Deduction and Contribution Refresh Data As of: 05-Jan-2018 Run By: jpparam@PPG2											
Powerpay Payroll ID: PP4T950				Pay Group: PT9504															
Deduction/Contribution Code				D1															
<b>Descriptions</b>																			
Powerpay				Reports/ Pay Statements															
Employee Deduction: 1st Language		PA-PRPPEE-%R		Employee Deduction: 1st Language		PRPPEE													
Employee Deduction: 2nd Language		PA-PRPP EE-%R		Employee Deduction: 2nd Language		RPACEE													
Employer Contribution: 1st Language		PA-PRPP ER-%R		Employer Contribution: 1st Language		PRPPER													
Employer Contribution: 2nd Language		PA-PRPP ER-%R		Employer Contribution: 2nd Language - French		RPACER													
<b>Calculation Details</b>																			
Calculation Method:				Applies to:															
Percentage of earnings - 2 decimals				Both Employee and Employer															
<b>Third Party Payment Information</b>																			
Benefit Vendor				Manulife - PRPP - Voluntary				Name of Payee				Manulife - PRPP (Voluntary)							
Payment Employee Number (PEN) Employee Deduction				999999973				Payment Employee Number (PEN) Employer Contribution				999999974							
<b>Other Options</b>																			
Print employer contribution on pay statements?				Yes				Journalize employer contribution?				Yes							
This deduction / contribution will not be processed for employees without any current pay				Yes				Taxable benefits included in the calculation				None							
Employee Deduction - Tax & Garnishee Consideration				The employee amount is a voluntary pension (deducted before tax and after garnishees).				For Regular Payments, amount entered in 'This Pay Only'				Add to the calculated amount							
<b>Deductions &amp; Contributions to be included in calculation</b>																			
Employee Deduction								Employer Contribution											
<b>Miscellaneous</b>																			
Signal Details				Multiple of:				Minimum amount per pay				Maximum amount per pay				YTD maximum amount			
None of these options apply																			
<b>Hours to be included in calculation</b>																			
Hours																			
DT- Double Time		Exclude																	
O3- CBI Test104		Exclude																	
O4- FactorCB		Exclude																	
OT- Overtime Hours		Exclude																	
P3- Shift CBI		Exclude																	
P4- Element		Exclude																	
QT- Home Loan		Exclude																	
TI- New added		Exclude																	
X2- ER CBI		Exclude																	
XT- Extra Time		Exclude																	
Y1- Car allowance abc		Exclude																	
<b>Earnings to be included in calculation</b>																			
Earnings																			
O1- Perm Dollar Amt		Exclude																	
O2- Car Allowance		Exclude																	
O5- DollarCB		Exclude																	
O6- car test		Exclude																	
O7- Quebec Tips - Paid		Exclude																	
O8- Quebec Tips - Declared		Exclude																	
O9- Quebec Tips - Allocated		Exclude																	
OE- Fuel		Exclude																	
SA- Base Salary		Exclude																	
VE- Vacation Pay		Exclude																	
WE- AnotherVacation		Exclude																	
X1- ER CBI		Exclude																	
X3- ABC		Exclude																	
<b>Other Codes to be included in calculation</b>																			
Group																			
Pay Group: PT9504																			
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Page 2 of 3																			

## CERIDIAN BUSINESS INTELLIGENCE REPORTING – POWERPAY UNIVERSE

### Deduction and Contribution – Percentage of Another Deduction

Deduction and Contribution - Percentage of another Deduction																															
Powerpay Payroll ID: PP4T951		Pay Group: PT9514																													
Deduction/Contribution Code: 81																															
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Pay Group: PT9514 <b>PRIVACY NOTICE:</b> Report contains private/proprietary data and may not be distributed without prior written consent. <b>DATA NOTICE:</b> Report contains synchronized data. Edits in Powerpay may take 20 minutes to appear in report.																															

## CERIDIAN BUSINESS INTELLIGENCE REPORTING – POWERPAY UNIVERSE

### Deduction and Contribution – Special Selections

Pay Group:		Deduction and Contribution - Special Selections		Report Run: 04-Jan-2016	
Employee Deduction: 1st Language:				Report Name: Deduction and Contribution - Special Selections	
Employer Contribution: 1st Language:				Refresh Data As of: 04-Jan-2016	
Deduction/Contribution Element:				Run By: asaumya@PPComp5	
Powerpay Payroll ID: PP4T951		Pay Group: PT9514			
Deduction/Contribution Code		AZ			
<b>Descriptions</b>					
Powerpay		Reports/ Pay Statements			
Employee Deduction: 1st Language - English	AZPPDed1	Employee Deduction: 1st Language - English	AZERDed1		
Employee Deduction: 2nd Language - French	AZPPDed2	Employee Deduction: 2nd Language - French	AZERDed2		
Employer Contribution: 1st Language - English		Employer Contribution: 1st Language - English			
Employer Contribution: 2nd Language - French		Employer Contribution: 2nd Language - French			
<b>Calculation Details</b>					
Calculation Method:		Applies to:			
Deduct Garnishee Administration Fee for any Provincial Garnishees set up for Alberta employees who are subject to the Alberta Minimum Subsistence Rules.		Employee only - there is no employer contribution			
<b>Other Options</b>					
Print employer contribution on pay statements?		No			
Pay Group: PT9514		<b>PRIVACY NOTICE:</b> Report contains synchronized data. Edits in Powerpay may take 20 minutes to appear in report. <b>DATA NOTICE:</b> Report contains private/proprietary data and may not be distributed without prior written consent.		Page 1 of 3	

## CERIDIAN BUSINESS INTELLIGENCE REPORTING – POWERPAY UNIVERSE

## Direct Deposits

Pay Group:

Employee Name:

Employee Number:

Employee Status:

Report Run: 07-May-2015

Report Name: Direct Deposits

Report Data as of: 07-May-2015

Run By: ppcamen3@PPOR

Direct Deposits

Powerpay Payroll ID: PP2T952		Pay Group: PT9522		Pay Period: 5: 03-Mar-2015		Frequency:			
Employee Name	Employee Number	Priority	Financial Institution	Transit No	Account No	Type	Value	Override	Enabled
Camper, Joe	000000003	1	Bank of Montreal	05637	1234567890				Enabled
		2	Bank of Montreal	05637	2532532	Dollar	17,250		Enabled
		3	Royal Bank	12345	1234567889	Dollar	0		Disabled
Dithers, Howard	000000004	1	Bank of Montreal	05637	123456789				Enabled
		2	Bank of Montreal	05637	2532532	Dollar	17,250		Enabled
		3	Bank of Montreal	05637	2222	Dollar	51,750		Enabled
		4	Bank of Montreal	05637	3333	Dollar	26,565		Enabled
		5	Bank of Montreal	05637	44444	Dollar	3.45		Enabled
		6	Bank of Montreal	05637	55555	Dollar	3,449,999,996.55		Enabled
Fallows, Grant	000000005	1	Barclays Bank	45644	658498140955				Enabled
Leahey, Eileen	000000031	1	Barclays Bank	99663	125698753214				Enabled
Mersereau, Michelle	000000034	1	Bank of Montreal	05637	132456789				Enabled
		2	Bank of Montreal	05637	2532532	Dollar	17,250		Enabled
		3	Bank of Montreal	05637	22222	Dollar	51,750		Enabled
		4	Bank of Montreal	05637	33333	Dollar	26,565		Enabled
		5	Bank of Montreal	05637	44444	Dollar	8,625		Enabled
		6	Bank of Montreal	05637	55555	Dollar	21,390		Enabled

Pay Group: PT9522

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## CERIDIAN BUSINESS INTELLIGENCE REPORTING – POWERPAY UNIVERSE

## Earning Codes

Earning Codes								Report Run: 04-Jan-2016 Report Name: Earning Codes Refresh Data As of: 04-Jan-2016 Run By: RavishP@PPComp4
Powerpay Payroll ID : PP2T955				Pay Group : PT9552				
Earning Code D								
<b>Descriptions</b>								
Powerpay				Reports/ Pay Statements				
1st Language Vacation Hrs-NTT				1st Language VAC.PAY				
2nd Language Vacances Hrs-SC				2nd Language PAI.VAC				
<b>Calculation Details</b>								
Calculation Method	Factor	Rate	Shift Premium	Daily Rate	Tax Percentage Required	Salary Adjustment Option	EI/QPIP Insurable Hours Per Unit	
Pays as a Dollar Amount	0.0	0.0	0.000	0.0	No	Not applicable	0	
<b>Other Options</b>								
Allow Permanent Regular Hours for Hourly Employees				No				
Permanent Value Displays on Permanent Rates, Factors, Earnings Screen								
Permanent Rate can be Modified per Employee				No				
Functions as a Regular Hours Type				No				
ROE Option				Not applicable				
<b>Government Calculations</b>								
Federal Tax		Calculate		CPP		Calculate		
Quebec Tax/Medical		Calculate		QPP		Calculate		
Ontario EHT		Calculate		EI/QPIP		Calculate		
Newfoundland HAPSET		Calculate		WCB / WSIB/ CSST/ CNT		Calculate		
Manitoba H&E Tax		Calculate		Tax Percentage Value				
NWT Payroll Tax/ Nunavut Payroll Tax		Calculate		Reduce Provincial and Federal Tax to Max Value of Tip Amount		No		
<b>Year End</b>								
T4 Option		Taxable Income (Box 14)		Relevé 1 Option		Taxable Income (Box A)		
T4A Option		Not applicable		Relevé 2 Option		Not applicable		

**CERIDIAN BUSINESS INTELLIGENCE REPORTING – POWERPAY UNIVERSE****Employee Deductions and Contributions**

Pay Group: Employee Name: Employee Number: Employee Status:	Report Run: 07-May-2015 Report Name: Employee Deductions and Contributions Refresh Data as of: 07-May-2015 Run By: BhumikaT@PPComp5
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**Employee Deductions and Contributions**

Payroll ID: PP4T951		Pay Group: PT9514	
Employee Name	Employee Number	Pay Type	Pay Rate
Camper Jr, Joe	000000003	Salary	1,523.00

Employee Deduction				Employer Contribution	
Code	Description	Permanent Value	Remaining Target	Description	Permanent Value
11	United Way	6.00		United Way	5.00
61	PRPP Ded	40.00			
64	MLF-PRPP EE-\$V	40.00			
64				MLF-PRPP ER-\$V	50.00
G1	Mark	-2.00		Mark	7.00

Company Number: Pay Group: PT9514	<b>PRIVACY NOTICE:</b> Report contains private/proprietary data and may not be distributed without prior written consent.  <b>DATA NOTICE:</b> Report contains synchronized data. Edits in Powerpay may take 20 minutes to appear in report.	Page 1 of 9
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## CERIDIAN BUSINESS INTELLIGENCE REPORTING – POWERPAY UNIVERSE

### Employee Profile

Pay Group: PT9504 Employee Name: Howard Dithers Employee Number: 000000004 Employee Status:		Report Run: 08 Jan 2018 Report Name: Employee Profile Refresh Date As Of: 00-Jan-2010 Run By: ppcamen@PPCorg2	
<b>Employee Profile</b>			
<b>Powerpay Payroll ID : PP4T950</b>		<b>Pay Group : PT9504</b>	
<b>General Information</b>			
Employee Number	000000004	Street	1010 New Broadway
Last Name	Dithers	City	Halifax
First Name	Howard	Province / State	Ontario
Middle Initial	N	Country	Canada
Birth Date	31/03/1953	Postal/Zip Code	R1K0V3
SIN	630 935 088	Phone (with Area Code)	104-988-1010
SIN Expiry Date		E-mail	howard@home.com
Preferred Language	English		
<b>Employment Information</b>		<b>Compensation</b>	
Status	On Leave	Pay Type	Hourly EE paid Vac Pay each pay
First Day Worked	13/01/1976	Pay Rate	15.00
Last Day Worked	10/04/2015	Standard Hours per Pay	80.00
ROF First Day Worked	13/01/1976	Annual Earnings	31,200.00
		Permanent Regular Hours	
<b>Taxation</b>			
Province of Employment	Ontario	Employment Insurance	Deducts EI: ER Rate is 1st Reduced Rate
Federal Tax Exemption	11,327.00	Provincial Health Tax	Subject to Prov Health&Edc Tax
Provincial Tax Exemption	8,943.00	Provincial Safety Plan Type	Not Applicable
Tax Status	Subject to Fed. & Prov. Tax	Provincial Safety Plan Rate	Not Applicable 0.000%
CPP/QPP	Subject to CPP/QPP	Quebec Parental Insurance Plan	
		Quebec Health Contribution	
<b>Organization</b>		<b>Accumulators</b>	
ID Dept	Department 123-Service	Vacation Pay Plan	Vacation Pay - 1
INX - Location	X1-Winnipeg	Vacation Pay Rate	5.00
IDY	-	Entitlement Plan	Not Applicable
IDZ	-	Entitlement Rate	
Position	Service Clerk		
Pay Statements Only	No		
Cheque/Pay Statement Delivery Location	Primary		
Pay Group: PT9504		<b>PRIVACY NOTICE:</b> Report contains private/proprietary data and may not be distributed without prior written consent. <b>DATA NOTICE:</b> Report contains synchronized data. Edits in Powerpay may take 20 minutes to appear in report.	

## CERIDIAN BUSINESS INTELLIGENCE REPORTING – POWERPAY UNIVERSE

### Government Numbers

Pay Group: Government Numbers		Report Run: 04-Jan-2018 Report Name: Government Numbers Refresh Data As of: 04-Jan-2018 Run By: asaurya@PPCamp	
Powerpay Payroll ID: PP41951		Pay Group: P19514	
Federal Business Numbers		Employment Insurance Identifiers and Rates	
Federal Business Number	103901909	Type	Payroll Identifier
Remittance Frequency	Quarterly	First Reduced Rate	RP 0002
Ceridian Remits	Yes	Full Rate	RP 0001
		Second Reduced Rate	RP 0003
			1.378
			1.400
			1.265
Manitoba Health and Education Tax			
Ceridian Remits	Yes	Annual Exemption Amount	123,456.789
Registration Number	HE1234568	Initial YTD Earnings	123,456.78
Category	Notched: Exempt up to \$1,250,000 then 4.30% from \$1,250,000 to \$2,500,000.	Initial YTD Premium	123,456.78
Newfoundland HAPSET			
Ceridian Remits	No	Annual Exemption Amount	400,000
Registration Number	581395-66006	Initial YTD Earnings	123,456.78
Category	Applies the standard exempt amount and calculates at 2.00%	Initial YTD Premium	123,456.78
NWT Payroll Tax			
Ceridian Remits	Yes		
Registration Number	162159801		
Nunavut Payroll Tax			
Ceridian Remits	Yes		
Registration Number	113295001		
Ontario EHT			
Ceridian Remits	No	Annual Exemption Amount	123,456.789
Registration Number	102790429	Remaining Exemption Amount	0
Account Number		Initial YTD Earnings	123,456.78
Category	Default of 1.95% of earnings if client exceeds \$450,000 annual earnings	Initial YTD Premium	123,456.78
Quebec Tax and Medical			
Tax Number	120194766SR0006	Remittance Frequency	Accelerated - 3 days after
Ceridian Remits	Yes		
Quebec Medical			
Category	Calculate on 25% of earnings & tax cuts	Initial YTD Earnings	1,234,567.89
Previous Year's Total Worldwide Wages	454,545,478	Initial YTD Premium	1,234,567.89
Provincial Safety Plans			
Nova Scotia WCB		Quebec CSST	
Plan Identifier	Registration Number	Rate(%)	Ceridian Remits
Default Plan	105669451NW0001	1.950	No
Alternate Plan 1	105669451NW0002	1.350	No
Alternate Plan 2	105669451NW0003	1.200	No
Alternate Plan 3	105669451NW0004	1.199	No
Alternate Plan 4	105669451NW0005	1.107	No
Alternate Plan 5	105669451NW0006	1.196	No
Alternate Plan 6	105669451NW0007	1.898	No
Alternate Plan 7	105669451NW0008	1.896	No
Alternate Plan 8	105669451NW0009	1.897	No
Alternate Plan 9	105669451NW0010	1.829	No
Government Reporting Information			
Report on Hirings - Filing Number	1,234	Statistics Canada Filing Number	123456

Pay Group: P19514

PRIVACY NOTICE: Report contains private/proprietary data and may not be distributed without prior written consent.  
DATA NOTICE: Report contains synchronized data. Edits in Powerpay may take 20 minutes to appear in report.

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## CERIDIAN BUSINESS INTELLIGENCE REPORTING – POWERPAY UNIVERSE

## New Hires

Pay Group:		<b>New Hires</b>		Report Run: 07-May-2015			
Employee Name:				Report Name: New Hires			
Employee Number:				Refresh Data As of: 07-May-2015			
Employee Status:				Run By: BhumikaT@PPC			
Powerpay Payroll ID: PP4T951		Pay Group: PT9514					
Employee Name	Employee Number	Position	First Day Worked	Pay Type	Standard Hours per Pay	Pay Rate	Annual Earnings
Camper Jr, Joe	000000003	Bus Tech	03-Sep-2013	Salary	80.00	1,523.00	39,598.00
Jamieson, Andrew	000000018	Clerk	01-Oct-2010	Hourly	75.00	13.00	25,350.00
Johnson, MaryJane	000000039	job	05-Jan-2015	Hourly	160.00	26.00	108,160.00
O'Malley, Test	000000037	Service	22-Sep-2014	Hourly	80.00	16.00	33,280.00
Sample, James	000000038	Business Administ	23-Sep-2014	Salary	80.00	1,736.00	45,136.00
Smith, Fred	000000035	Manager	04-Apr-2013	Salary	80.00	1,526.00	39,676.00
Smith, Michelle	000000034	Helper	04-Oct-2010	Hourly	80.00	16.00	33,280.00
Thomas, Rob	000000040	Service Tech	09-Feb-2015	Hourly pa	80.00	26.00	54,080.00
Pay Group: PT9514		<b>PRIVACY NOTICE:</b>		Page 1 of 1			
Hire Date Range: Jan-01-2009 and Jul-05-2015		Report contains private/proprietary data and may not be distributed without prior written consent.					
		<b>DATA NOTICE:</b>					
		Report contains synchronized data. Edits in Powerpay may take 20 minutes to appear in report.					

## CERIDIAN BUSINESS INTELLIGENCE REPORTING – POWERPAY UNIVERSE

## Payroll Register Preview

Payroll Register Preview									
Pay Group: PT5514 Employee Name: Entry Type: Regular Employee Number: Employee Status:				Report Run: 04-Jan-2016 Report Name: Payroll Register Preview Refresh Data As of: 04-Jan-2016 Run By: asumya@HHComp					
Pay Period: 7 Regular Pay Period - Regular Timesheet Entries				Preview last processed: NOVEMBER 12, 2015 03:42:27 PM					
Employee Profile									
ID:	4			Prov of Employment			MB (6)		
DITHERS, HOWARD				ID Dept			100		
1010 BROADWAY				A X Code			X2		
HALIFAX ON R1K6V3				Y Code			Y1		
Rate and Pay Type				15.000 II			Status		
Standard Hours / Pay				80.00			Hire Date / First Day Worked		
Hourly Equiv				11327.00			Rehire Date / ROE First Day Worked		
Fed Exemption				9134.00			Birth Date		
Prov Exemption				XXX-XXX-000			SIN		
Payment Method				Regular			Transfer		
Pay Freq				Biweekly			TORD03		
Payment Details									
Payment Type	Account	Amount							
Hours and Earnings									
Earning Code and Description	Cur Hrs	YTD Hrs	Cur Earn	YTD Earn					
10 PERM \$				27.00					
30 BONUS				14,000.00					
EI INSURABLE		396.00	0.00	20,987.00					
OT OVERTIME		16.00		300.00					
RT REGULAR		360.00		5,400.00					
VE VAC.PAY				480.00					
WF 2ND VAC				270.00					
XT EXTRA		20.00		450.00					
Totals									
Payment Totals	Current	YTD							
Gross Pay	0.00	20,907.00							
Total Deductions	0.00	6,614.57							
Net Pay	0.00	14,372.43							
Employee Deductions									
Deduction Code and Cheque Desc	Plan Code	Master	Current Deduction	YTD					
11E UNTDWAY	1		5.00	192.00					
61E PRPP DED	1		40.00	420.00					
CPP	0			987.79					
EI	0			394.56					
F IAX	0			4,407.22					
GARNISH. T			0.00	213.00					
Employer Contributions									
Current									
Contribution Code and Cheque Desc	Plan Code	Master	Current Contribution	YTD					
11R **UNTDWAY	1		5.00	180.00					
12R *COTFEE	2			5.00					
VA VAC ACCR	1		5.00	60.00	-620.00				
WA HOL ACCR	1		6.00		-674.00				
<div style="display: flex; justify-content: space-between; font-size: small;"> <div>           Pay Group: PT5514            Entry Type: Regular         </div> <div> <b>PRIVACY NOTICE:</b> Report contains private/proprietary data and may not be distributed without prior written consent.   <b>DATA NOTICE:</b> Report contains synchronized data. Edits in Powerpay may take 20 minutes to appear in report.         </div> <div>Page 2 of 50</div> </div>									

## CERIDIAN BUSINESS INTELLIGENCE REPORTING – POWERPAY UNIVERSE

### Permanent Earnings

Pay Group:

Employee Name:

Employee Number:

Employee Status:

Report Run: 07-May-2015

Report Name: Permanent Earnings

Refresh Data As of: 07-May-2015

Run By: Rhumika1@PPComp

Permanent Earnings

Powerpay Payroll ID: PP4T951			Pay Group: PT9514			
Employee Name	Employee Number	Pay Type	Pay Rate	Permanent Earning Code	Permanent Earning Description	Earnings
Beaton, Kevin	000000015	Hourly	19.00	O1	Perm Dollar Amt	
				O2	Car Allowance	
Total Earnings						
Camper Jr, Joe	000000003	Salary	1,523.00	O1	Perm Dollar Amt	
				O2	Car Allowance	
Total Earnings						
Davis, Mary	000000036	Hourly	16.00	O1	Perm Dollar Amt	
				O2	Car Allowance	
Total Earnings						
Dithers, Howard	000000004	Hourly	15.00	O1	Perm Dollar Amt	
				O2	Car Allowance	
Total Earnings						
Fallows, Grant	000000005	Salary	1,696.00	O1	Perm Dollar Amt	
				O2	Car Allowance	
Total Earnings						
Godfrey, Adam	000000016	Hourly	14.00	O1	Perm Dollar Amt	
				O2	Car Allowance	
Total Earnings						
Hayes, Carol	000000033	Hourly	16.00	O1	Perm Dollar Amt	
				O2	Car Allowance	
Total Earnings						
Jackson, Barb	000000008	Salary	1,235.00	O1	Perm Dollar Amt	
				O2	Car Allowance	
Total Earnings						
Jamieson, Andrew	000000018	Hourly	13.00	O1	Perm Dollar Amt	5.00
				O2	Car Allowance	5.00
Total Earnings						5.00
Johns, Ida	000000030	Hourly	15.00	O1	Perm Dollar Amt	
				O2	Car Allowance	
Total Earnings						
Johnson, MaryJane	000000039	Hourly	26.00	O1	Perm Dollar Amt	25.00
				O2	Car Allowance	25.00
Total Earnings						25.00
Leahey, Eileen	000000031	Salary	3,525.00	O1	Perm Dollar Amt	
				O2	Car Allowance	
Total Earnings						
Lindsay, Ryan	000000019	Hourly	15.00	O1	Perm Dollar Amt	
				O2	Car Allowance	
Total Earnings						
Pay Group: PT9514			<div> <div>PRIVACY NOTICE:</div> <div>Report contains private/proprietary data and may not be distributed without prior written consent.</div> <div>DATA NOTICE:</div> <div>Report contains synchronized data. Edits in Powerpay may take 20 minutes to appear in report.</div> </div>			
			Page 1 of 3			

## STATISTICS CANADA BUSINESS PAYROLL SURVEY

This report has been designed by Ceridian in conjunction with Statistics Canada officials. It is to be used by those customers who have been selected by Statistics Canada to participate in their Business Payroll Survey. If you have been selected by Statistics Canada to participate in this program, you need to either transfer the data from this report onto the form provided to you by Statistics Canada and mail it to them, or we can electronically transmit this report to Statistics Canada every month on your behalf (at a nominal cost). If you would like to use this option, please contact Ceridian's Service Delivery Team.

### 1 Unit Identifier

These are the different reporting units or groups of employees that you are to report on, as determined by Statistics Canada.

### 2 Pay Period Earnings

The report summarizes by reporting unit the earnings for the pay period in which the report is requested.

### 3 Total Earnings

This shows the total earnings for the period since the last Statistics Canada report was requested.

### 4 Special Payments Made this Month

This section provides a breakdown of those irregular payments made since the last Statistics Canada report was requested.

## Statistics Canada



## STATISTICS CANADA BUSINESS PAYROLL SURVEY

BN 118948058

COMPANY 4000

J H MASON COMPANY LTD

RUN DATE 20XX/XX/XX

125 GARRY STREET

WINNIPEG

MB

CONTACT:

PHONE: ( ) -

## ② LAST PAY PERIOD INFORMATION

①																* -----EMPLOYEES PAID BY THE HOUR----- * -----SALARIED EMPLOYEES----- * -----OTHERS----- *																* -----WORKING OWNERS----- * --PART TIME-- *																③																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
UNIT IDENT.	PAY PERIOD FREQUENCY	PAY PERIOD FROM DDMM	PAY PERIOD TO DDMM	* NUMBER	REG GROSS PAY	OVER-TIME PAY	TOTAL HOURS PAID	OVER-TIME HOURS	* NUMBER	REG GROSS PAY	OVER-TIME PAY	HOURS IN STANDARD WORKWEEK	* NUMBER	REG GROSS PAY	OVER-TIME PAY	HOURS IN STANDARD WORKWEEK	* NUMBER	REG GROSS PAY	OVER-TIME PAY	HOURS IN STANDARD WORKWEEK	* NUMBER	REG GROSS PAY	OVER-TIME PAY	HOURS IN STANDARD WORKWEEK	* NUMBER	REG GROSS PAY	OVER-TIME PAY	HOURS IN STANDARD WORKWEEK	* NUMBER	REG GROSS PAY	OVER-TIME PAY	HOURS IN STANDARD WORKWEEK	* NUMBER	REG GROSS PAY	OVER-TIME PAY	HOURS IN STANDARD WORKWEEK	* NUMBER	REG GROSS PAY	OVER-TIME PAY	HOURS IN STANDARD WORKWEEK	* NUMBER	REG GROSS PAY	OVER-TIME PAY	HOURS IN STANDARD WORKWEEK	* NUMBER	REG GROSS PAY	OVER-TIME PAY	HOURS IN STANDARD WORKWEEK	* NUMBER	REG GROSS PAY	OVER-TIME PAY	HOURS IN STANDARD WORKWEEK	* NUMBER	REG GROSS PAY	OVER-TIME PAY	HOURS IN STANDARD WORKWEEK	* NUMBER	REG GROSS PAY	OVER-TIME PAY	HOURS IN STANDARD WORKWEEK	* NUMBER	REG GROSS PAY	OVER-TIME 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PAY	OVER-TIME PAY	HOURS IN STANDARD WORKWEEK	* NUMBER	REG GROSS PAY</

## ④ SPECIAL PAYMENTS MADE THIS MONTH

REPORTING UNIT	PAYMENT TYPE	FROM TO	PAID TO:	HOURLY	SALARIED	OTHER	WORKING OWNER
06	QUARTERLY	0710 3011			300		
07	QUARTERLY	0710 3011					750

## GOVERNMENT REMITTANCE SUMMARY AND GARNISHEE SUMMARY

### Government Remittance Summary

A Government Remittance Summary will be attached to your reports the first pay run after your assigned remittance dates. This report indicates the Receiver General credits made on your behalf by Ceridian, and should be verified to the monthly statement you receive from Canada Revenue Agency.

### Garnishee Summary

A garnishee summary will print each pay, providing important information relating to each garnishee currently being held against employees on the payroll. (This report will print only if there are garnishees on the payroll.)

Note that in this example, there are two different garnishees (provincial and federal) for employee number 15.

**Government Remittance Summary**J H MASON COMPANY LTD  
A-4000Your FEDERAL remittance number is 11894 8058 RP0001  
Your remittance frequency is ACCELERATED**For Your Information**

REVENUE CANADA WILL ASSESS PENALTIES FOR IMPROPER REMITTANCE OF STATUTORY DEDUCTIONS. REMITTANCES ARE MADE ON THE 10TH AND THE 25TH FOR YOUR PAYROLL. IF THIS IS NOT CORRECT CONTACT YOUR LOCAL CERIDIAN OFFICE IMMEDIATELY. PLEASE REVIEW THESE AMOUNTS FOR ACCURACY. AMOUNTS SHOULD BE RECONCILED TO THE TOTALS PROVIDED WITH YOUR PAYROLL AND THE REMITTANCE ADVICE PROVIDED BY THE GOVERNMENT AGENCIES.

REMIT DATE	INCOME TAX	E I	C P P	TOTAL REMITTED
2000/01/26	655.10	146.18	127.52	928.80
2000/02/10	327.55	73.04	63.76	464.35
2000/02/25	327.55	73.04	63.76	464.35
<b>TOTAL YTD</b>	<b>1,310.20</b>	<b>292.26</b>	<b>255.04</b>	<b>1,857.50</b>

**Garnishee Summary**

Stop Payment/Recall 1-800-667-7867

**6-0015 R B MASON**

<b>Payable To</b>	DIRECTOR OF FAMILY SERVICES	<b>Sequence Number</b>	21984428	<b>Target Amount</b>	2814.73
<b>Address</b>	200 MAIN STREET	<b>Order Number</b>	543654321	<b>Monthly Target/Subsistence</b>	
<b>City</b>	WINNIPEG	<b>Type</b>	T Support	<b>Amount on File</b>	15.00
<b>Province</b>	MB	<b>Calculation</b>	N Percent	<b>Current Amount</b>	120.40
<b>Postal</b>	R2C 6Z2	<b>Target Signal</b>	M Monthly Target	<b>YTD Amount</b>	561.81

**6-0015 R B MASON**

<b>Payable To</b>	RECEIVER GENERAL FOR CANADA	<b>Sequence Number</b>	21984429	<b>Target Amount</b>	1720.00
<b>Address</b>	992 GOVERNMENT STREET	<b>Order Number</b>	23456789RP0001	<b>Monthly Target/Subsistence</b>	0.00
<b>City</b>	OTTAWA	<b>Type</b>	F Federal	<b>Amount on File</b>	35.00
<b>Province</b>	ON	<b>Calculation</b>	D Dollar Amount	<b>Current Amount</b>	35.00
<b>Postal</b>	T2S 3G6	<b>Target Signal</b>	S Subsistence	<b>YTD Amount</b>	140.00

**A-0019 R G CLOUTIER**

<b>Payable To</b>	DIRECTOR OF FAMILY SVCS	<b>Sequence Number</b>	21984431	<b>Target Amount</b>	7442.70
<b>Address</b>	510-200 MAIN STREET	<b>Order Number</b>	9876543217	<b>Monthly Target/Subsistence</b>	
<b>City</b>	WINNIPEG	<b>Type</b>	S Support	<b>Amount on File</b>	25.00
<b>Province</b>	MB	<b>Calculation</b>	U Percent	<b>Current Amount</b>	194.20
<b>Postal</b>	R2C 6Z2	<b>Target Signal</b>	M Monthly Target	<b>YTD Amount</b>	1024.92

Total Garnishees This Payroll: 349.60

## EXECUTIVE SUMMARY

The Executive Summary provides your company's owner/accountant with a concise, at-a-glance overview of all relevant payroll changes.

This report also provides your payroll clerk with important reminder messages about the next pay run. For example: Employee Jane Smith will be eligible for CPP deductions next pay. It is very important to pass these messages on to the Ceridian CCR when submitting the data for your next pay run.

A careful review of the Executive Summary will ensure that no important changes, revisions or corrections to your pay run are missed by your payroll clerk.

### 1 System Warnings

Any gross or net pay exceeding a pre-determined amount will be flagged, as will invalid Business Numbers.

### 2 Masterfile Changes

Important employee payroll masterfile changes will be identified.

### 3 Rate Changes

Any rate or salary increase/decrease will be noted with the corresponding dollar and percentage increase/decrease.

### 4 New Employees

All new hires will be listed and counted.

### 5 Status Changes

Status changes will be broken down by status type and summarized by province.

### 6 Hours and Earnings Analysis

This is a brief summary of the hours and dollars paid out, as well as the corresponding percentage allocation for each pay code.

### 7 Year-to-Date Adjustments

In the case of an adjustment, the name of the employee, amount and description of the code is clearly indicated for audit purposes.

## Executive Summary



ROUTE TO: SENIOR FINANCIAL OFFICER

\*\* YOUR STATUTORY REMITTANCES WILL BE MADE ON THE ACCELERATED BASIS EACH PAY.

\*\* PLEASE ADVISE YOUR CERIDIAN BRANCH IMMEDIATELY IF THIS IS NOT CORRECT.

System Warnings ❶	Number	Details	Amount
YOUR PAYROLL		** RCT NUMBER CHANGED FROM 118948058RP0003 TO 118948058RP0005	
		** PROV. REGIST. CHANGED FROM 103535028 TO 103535028	

Masterfile Changes ❷	Number	Message	Value/Comment
J H MASON	0010	NON-STANDARD PAY PERIOD (UP)	3
	0010	BANK BRANCH/NO./ACCOUNT	B 00116 63006890009546
R B MASON	0015	A - EMPLOYEE ACTIVATED	REHIRE DATE 2000/11/30
	0015	BANK BRANCH/NO./ACCOUNT	B 38436 0011001412
R G CLOUTIER	0019	GARNISHEE DATA CHANGED	S1DIRECTOR OF FAMILY SVC
	0019	GARNISHEE DATA CHANGED	S2510-200 MAIN STREET

Rate Changes ❸ No rate changes this pay period

New Employees ❹ No new employees this pay period

Status Changes ❺	New hires	Activated - Total	Terminations - Total	Put on leave - Total	Made inactive - Total
QC		1			
ON		1			
MB		1			
SK		1			
<b>Totals ❻</b>		<b>1</b>	<b>4</b>		

Hours and Earnings Analysis	Current Hours	% of Total Hours	Current Dollars	% of Total Dollars
RT REG.	155.00	97.48	4571.50	81.84
OT OVERTIME	4.00	2.52	58.80	1.05
WE			250.00	4.48
VE VAC.PAY			250.00	4.48
OE OTH-EARN			400.00	7.16
XE BONUS			55.60	1.00
<b>Totals ❼</b>	<b>159.00</b>		<b>5585.90</b>	

Year-to-Date Adjustments No year-to-date adjustments

## GENERAL TAX FORM INFORMATION AND EARNINGS AND DEDUCTION/ BENEFIT REFERENCE TABLES

### EARNINGS MATRIX - CODE CHANGE(S)

Earning Code	T4 BOX	RL-1 BOX	T4A BOX	RL-2 BOX	Tax	C/QPP	EI	QPIP	WCB	Prov Health Care Levy	RL-1/2 Footnote Code	T4A Footnote Code	NR4
RT REG HRS	14	A			Y	Y	Y	Y	Y	Y			
OT OT 1.5	14	A			Y	Y	Y	Y	Y	Y			
DT DT 2.0	14	A			Y	Y	Y	Y	Y	Y			
XT STAT 1.0	14	A			Y	Y	Y	Y	Y	Y			
YT STAT 1.5	14	A			Y	Y	Y	Y	Y	Y			
VE VAC.PAY	14	A			Y	Y	Y	Y	Y	Y			
OE -	14	A			Y	Y	Y	Y	Y	Y			
PE COMM	14	X			Y	Y	Y	Y	Y	Y			
XE -	40/14	M/A			Y	Y	Y	Y	Y	Y			
QT -	14	A			Y	Y	Y	Y	Y	Y			
O1 MISC	40/14	L/A			Y	Y	Y	Y	Y	Y			
O2 -					Y	Y	Y	Y	N				
O3 -					N	N	N	N	N				
O4 -	40/14	A			Y	N	Y	Y	Y	Y			
O5 -			26		Y	N	N	N	Y	Y			
O6 -	40/14	L/A			Y	Y	Y	Y	Y	Y			
O7 -	14	A			Y	Y	Y	Y	Y	Y			
O8 -			20		N	N	N	N	N				
O9 -			27		Y	N	N	N	N				
X1 2ND RATE	14	A			Y	Y	Y	Y	Y	Y			

**DEDUCTION\BENEFIT MATRIX - CODE CHANGE(S) (Continued)**

Deduction\ Benefit Code	T4 BOX	RL-1 BOX	T4A BOX	RL-2 BOX	Tax	C/QPP	EI	QPIP	WCB	Prov Health Care Levy	RL-1/2 Footnote Code	T4A Footnote Code	Pension Reg #
01E FUTR BLD													
02E RRSP EE													
02R *RRSP ER	40/14	L/A				Y	Y	Y	Y	Y			
03E RETRAITE													
03R *RETRAIT													
81R *PENSION													
H1R WSIB													
H2R WCD D													
AZ TEST													
G1E PENSION	20												0355230
G1R *PENSION	52												0355230
31E PENSION	20												1234567

**Payroll EFT Summary**

PAYROLL EFT SUMMARY      PAGE 1      STOP / RECALL 1-800-667-7867  
 EMPR NO A-4000 REF 005      NOV XX 20XX

THE FOLLOWING ITEMS ARE BEING DEPOSITED TO THE ACCOUNTS INDICATED. PLEASE REVIEW THIS LIST AND THE CONTROL TOTAL PROVIDED IMMEDIATELY. CERIDIAN MUST BE ADVISED AS SOON AS POSSIBLE OF ANY INCORRECT INFORMATION OR OF ANY ITEMS TO BE DELETED. DELETIONS OR STOP PAYMENTS CANNOT BE PLACED AFTER 12 NOON CENTRAL TIME, ONE BUSINESS DAY PRIOR TO THE DATE SPECIFIED FOR DEPOSIT.

YOU, AS THE EMPLOYER, ARE RESPONSIBLE FOR ENSURING THAT THE DEPOSIT INFORMATION SHOWN ON THIS REPORT IS ACCURATE IN EVERY RESPECT INCLUDING FINANCIAL INSTITUTION, TRANSIT AND ACCOUNT NUMBERS.

NO.	NAME	SEQUENCE	AMOUNT	BANK	ACCOUNT
0010	J H MASON	10216-084	1,021.47	630 00116	06890009546
0015	R B MASON	10216-087	660.26	001 38436	1001412
0019	R G CLOUTIER	10216-089	100.00	611 06010	3035638
0019	R G CLOUTIER	10216-090	444.08	630 00116	06890009546
J H MASON COMPANY LTD			2,225.81	4 PAYMENTS	DEPOSIT CONTROL TOTAL 541551740

**PAYROLL EFT SUMMARY**

The Payroll Electronic Funds Transfer (ETF) provides a detailed listing of all ETF/ direct deposit. This list should be verified immediately, to ensure that all information is correct. If any of the information is incorrect, use the Interactive Voice Response (IVR) service to place a stop payment and advise the Ceridian Service Delivery Team immediately, and no later than 12 noon Central time, one business day prior to the date the funds are to be deposited. Stop payments and item deletions cannot be processed after this time.

**Payroll Cheque Summary**

PAYROLL CHEQUE SUMMARY PAGE 1 STOP / RECALL 1-800-667-7867  
 EMPR NO REP 438 JAN 23 2015

THE FOLLOWING ITEMS HAVE BEEN ISSUED AS CHEQUES FOR THE CURRENT PAY PERIOD. PLEASE REVIEW THIS LIST AND THE CONTROL TOTAL PROVIDED IMMEDIATELY.

A STOP PAYMENT CAN BE PLACED ON ANY CHEQUE ITEM AT ANY TIME PRIOR TO ITS NEGOTIATION VIA A FINANCIAL INSTITUTION.

NO.	NAME	CHEQUE	AMOUNT
153901	ROBINSON LINDA H	P9635-633	780.15
223607	MERCIER DEBORAH H	P9635-648	189.03
			969.18
			2 PAYMENTS

**PAYROLL CHEQUE SUMMARY**

The Payroll Cheque Summary provides a detailed listing of all the employee cheques produced on the current payroll run. It may be used to quickly identify any employees receiving payment by cheque.

## EMPLOYEE PAYMENT OPTIONS

As part of our payroll service, Ceridian offers three convenient ways to pay your employees:

1. Pressure-sealed cheques with statement of earnings
2. Pressure-sealed EFT (direct deposit) statements
3. Regular cheques with statement of earnings

Pressure-sealed items are ready-to-mail, confidentially sealed documents.

All pay statements display current and year-to-date totals for all earnings, deductions and benefits.

A breakdown of the allocation of net pay also displays on all pay statements.

Some of the additional features that can be printed on your employees' statements are:

- breakdown of "hours and rates" for employees who work at different rates within the same pay period
- employees' accrued vacation
- a message for any individual employee (up to 40 characters)
- a message for the entire payroll (up to 65 characters)

For a nominal charge, you can also have your company's logo printed on employees' pay statements.

## EFT STATEMENT

RB MASON		Employee # 0015 001503		Department # 03 Employer # 4000-00		Period Start 2003/05/15 Payday 2003/05/31 Period End 2003/05/31 Sequence 55158603	
STATEMENT OF EARNINGS BULLETIN DE PAIE				EMPLOYEE DEDUCTIONS AND EMPLOYER CONTRIBUTIONS RETENUES DE L'EMPLOYE ET CONTRIBUTIONS PATRONALES			
TYPE	HOURS HEURES	RATE TAUX	AMOUNT MONTANT	Y.T.D. A JOUR	TYPE	CURRENT COURANT	Y.T.D. A JOUR
REG. EARN	86.66	165.78	14386.67	22,000.08	FED TAX	190.57	3,974.64
OVERTIME	4.00	15.667	62.67	63.47	CPP	32.54	723.92
					EI	23.52	529.53
					COFFEE	1.00	24.00
					CHARITY	10.00	120.00
					DENTAL	5.00	120.00
					EX. DEDNS	20.00	60.00
					DENTAL-ER		5.00
							120.00
SUMMARY SOMMAIRE				GROSS PAY PAIE BRUTE	DEDUCTIONS RETENUES	NET PAY PAIE NETTE	NET PAY ALLOCATION DETAILS DE LA PAIE NETTE
Current Courant				980.14	252.63	727.51	727.51 CHEQUE
Year-to-date Cumul annuel				22,063.55	5,552.09	16,511.46	
Employer # 4000-00 J H MASON COMPANY LTD. 654 ASH STREET WINNIPEG, MB R3N 4G5							
<p><b>IMPORTANT - SEE REVERSE SIDE FOR OPENING INSTRUCTIONS</b>  <b>IMPORTANT - VOIR AU VERSO POUR OBTENIR DES DIRECTIVES SUR LA MANIERE D'OUVRIR.</b></p> <p>J H MASON COMPANY LTD.          654 ASH STREET          WINNIPEG, MB R3N 4G5</p> <p>CONTENTS IMPORTANT - DO NOT DESTROY          DOCUMENTS IMPORTANTS - NE PAS DETRUIRE          CONFIDENTIAL / CONFIDENTIEL          RB MASON          654 ASH STREET          WINNIPEG, MB</p> <p>D 2          4000-00          001503</p>							

Statements are either pressure-sealed or issued via epost.

## **ONLINE PAY STATEMENT/TAX FORMS (POWERED BY EPOST™)**

With online pay statements, your employees' payroll documents are delivered directly via epost, Canada Post's secure online mail delivery service.

Provide your employees with easily accessible online pay statements and tax forms, which can be conveniently and securely stored with epost for seven years. This gives your employees easy access to a valuable, long-term personal compensation and taxation history. And their information is kept secure with a variety of data encryption and authentication methods.

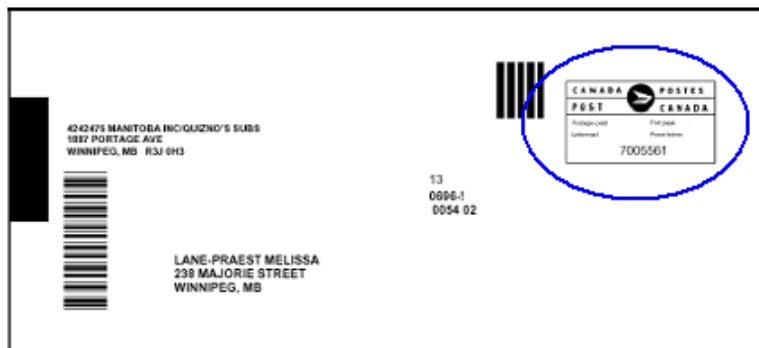
## POWERPAY — PAPERLESS OPTION

Powerpay offers you the opportunity to go green! Instead of receiving a courier package with your reports and pay statements a couple of days later, your employees will receive:

- electronic access to their statements via epost, or
- have their pay stubs mailed directly to their address via Indicia.

Direct Mail (shown in the circle below). is an alternate delivery solution that places a prepaid postage stamp on self-sealed cheques and statements that are then mailed directly to the employee's address. It is used for employees who have not signed up for epost™.

All reports can be viewed online. All epost™ and online reports are stored electronically for you to access for up to seven years, so you can print them whenever you need to. By eliminating the courier fees, you could reduce your courier costs significantly.



## OUTSTANDING CHEQUE LISTING REPORT

This report identifies any outstanding cheques that have not yet been cashed by your employees at a certain date. In the event you would like an item cancelled and credited to your payroll account, use the 1-800 stop payment line or circle the required item(s) and fax the report to Ceridian. This report is produced bi-annually by default but can be requested monthly.

In the example below, employee number 15, JH Mason, had not yet cashed a cheque in the amount of \$5.69 as of October 31, 2000.

TO WIN 4000					
ATT: MR. JH MASON					
PAYROLL NUMBER 4000		THE FOLLOWING IS A LIST OF UNCASHED CHEQUES ISSUED ON YOUR BEHALF AS AT OCTOBER 31 20XX.			
CHEQUE	EMPLOYEE NO	NAME	CHEQUE	EMPLOYEE NO	NAME
PAYROLL REF NO 056		CHEQUES DATED JULY 16 20XX		CERIDIAN RUN NO 12M	
44839383	0015	JH MASON	5.69*		
NO OF CHEQUES OUTSTANDING		01			

## INTERACTIVE VOICE RESPONSE (IVR) SERVICE FOR STOP PAYMENT PROCESS

One simple phone call is all it takes to put a stop payment on a cheque, or recall an EFT (direct deposit). Ceridian's toll-free, fully automated 1-800 telephone system lets you complete all your stop/recall transactions at your convenience. You can access the system 24 hours a day, seven days a week.

### How It Works:

1. Dial 1-800-667-STOP [7867].
2. Select your language of choice.
3. Select (1) Stop Payment Processing.
4. Follow the instructions the voice-automated system gives you. You will need to know your stop/recall number, the cheque sequence number and the dollar amount of the item you wish to stop. The stop/recall number is located on the cover page of your payroll package.
5. If successful, the IVR system asks you to select whether you would like:
  - a. a refund issued to your company. We will deposit the refund to your company's bank account. If we do not have your banking information, a cheque will be mailed to your business address.
  - b. a refund cheque issued to the original payee. We will issue a replacement cheque to the original payee and mail it to your business address.
  - c. a credit to your next payroll run. We will apply a credit to your next payroll run, reducing the amount that you owe us.

**Please Note:** We cannot apply the credit to a payroll that has already been processed.

You simply select your desired option.

6. The system will give you a reference number for your stop payment. Please record it for future reference. Once a reference number is provided, the stop payment cannot be reversed. If the system indicates that the item you are attempting to stop is not outstanding, it means that the information you have entered is incorrect, or the cheque has already been cashed.

7. You can stop or recall more than one payment on the same phone call.

**Speed Tip!** To move faster, press #1 to skip the messages and move onto the next option.

**Please Note: The deadline for stopping direct deposit payments in 12 noon CST, one business day before the due date.**

In the event that you should need to cancel an entire payment, please call the Ceridian Service Delivery Team. Only the Service Delivery Team can cancel an entire payroll.

There is a charge for every successful stop payment, and an additional charge for every re-issued cheque. There is no additional charge to have a credit issued with your next payroll or a credit to your bank account.

**Payment overrides** can be applied on a payroll number basis. Please contact the Service Delivery Team to implement.

## WHERE TO LOOK IN YOUR DOCUMENTS TO FIND THE PAYMENT DETAILS REQUIRED FOR PLACING A STOP PAYMENT

Your payroll number: 5000  
Ceridian use only: WIN //

Payment date: FEB 04, 2XXX  
Period end: 2XXX/01/30  
Pay Period: 003


Stop payment? It's simple...

1. Dial 1-800-867-7867
2. Enter your STOP/RECALL number: 75000
3. Follow instructions from the voice system
4. Select desired credit option

Note: The deadline for recalling a direct deposit is 12 noon Central time, one business day before payment.

Please ensure that you have the correct number of Cheques/Statements and R.O.E's based on the numbers in the following boxes :

Form Type	Count
Unsealed Cheques	
Self-Sealed Cheques	16
Unsealed Statements	
Self-Sealed Statements	25
R.O.E. Forms	
Payments Printed in other Ceridian Branches	
Forms Mailed	
Online Pay Statements	
Report Package Print Suppression	



Ceridian  
125 GARRY STREET  
WINNIPEG, MB R3C 3P2  
Phone:

Confidential

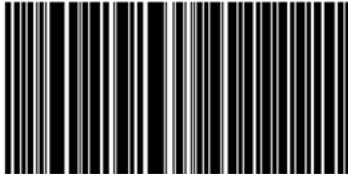
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Ship To: \_\_\_\_\_ Date: 02/01/XX  
5000 Series: P

PREPAID

---

DATE: 02/01/XX PIECES: 1 of 1 WEIGHT: 4.50 LBS



90

PUROLATOR PIN: RWN461981551

Handling Instructions: \_\_\_\_\_ Trust: \_\_\_\_\_

The IVR phone number and your Stop/ Recall number appear on the cover page of your payroll package, in the area outlined in red.

## INTERACTIVE VOICE RESPONSE (IVR) SERVICE FOR ACCOUNT MANAGEMENT FUNCTIONS

### How It Works:

1. Dial 1-800-667-STOP [7867].
2. Select your language of choice.
3. Select (2) Account Management Functions.
4. You will be prompted for 3 pieces of information to validate authorized access:
  - Your branch ID
  - Payroll ID
  - PIN (default PIN if not changed by you)
5. If successful, you will be asked to provide the reason for your call:
  - Payroll Totals. Once your file has been processed, this option will provide the totals for the most recent payroll.
  - Transmission Status. You will be able to confirm the date and time of the last file Ceridian received for your account. You are also able to check the previous transmission status.

**Note:** Once you have sent your payroll file, you can confirm receipt of your payroll transmission within 35 minutes.

- Change your password. For first time users, or if your password has been reset, option 3 will allow you to change your PIN on your payroll account for IVR.

**Note:** At year-end, tax form processing is inserted as option 3. You will use this to request production of your tax forms as well as check the processing status.

### Important

Your IVR Access Code should be kept in a secure location to which only those individuals who are authorized to use the IVR service have access.

We strongly recommend that new users, on their first use of the IVR service, change the PIN to ensure greater confidentiality.

Should you misplace your IVR Access Code or forget your PIN, your customer service representative will be able to reset this information.



## Payroll Register Quick Reference Guide

2-0001 CHRIS JACKSON  
71 BLUEBERRY HILL  
WINNIPEG, MB R3L 4L3

Rate	27.560 H	Pay Type	Regular	Status	Active(A)
Hrly EQ	27.56	Pay Per	Bi-Weekly	SIN	555-666-555
Dept	21.00	Prov	MB(6)	Avg Hrs	40.00
Start	5/6/84	Birth	4/5/60	Rehire	10/10/92
Fed Ex	6400.00	Prov Ex	11600.00	Add F Tax	10.00
Tax % OE	35.00	Tax % PE	10.00	Sick A	25.00
X code	Sales	Y code	MB	Z code	Field
EFT1: 010 39393 393939393 (E)		EFT2: 010 39494 494949494			
EFT3: 010 39393 393939393		EFT4: 010 39494 494949494			
Hrs. and Earnings	Cur.Hrs	YTD Hrs	Cur. Earn	YTD Earn	
RT REGULAR	56.00	512.00	1543.36	14110.72	
OT OVERTIME	6.00	24.50	248.04	1012.83	
DT DBLTIME	3.00	12.00	165.36	661.44	
XT STATPAY		16.00		440.96	
YT STATOT		4.00		165.36	
QT SICKHRS		8.00		220.48	
OE OTHER			12.75	1500.00	
XE EXTRA				678.00	
01 NITE			15.00	455.00	
02 JURYDUTY			220.48	220.48	
03 SPECIAL				27.70	
X2 TEAMBNS			200.00	700.00	
EI INSURABLE	73.00	584.50	2404.99	20192.97	
EE Dedn's	Plan	Master	Cur.Ded.	YTD Ded.	
FED TAX	0		817.40	5766.00	
EI	0		31.23	194.50	
C.P.P.	0		33.56	202.01	
A CHARITY	1	2.00	2.00	12.00	
B UNION	1	2.00	30.87	185.22	
CE GLOVES	1	2.45		7.35	
DE DENTAL	1	13.78	13.78	82.68	
EE HEALTH	1	7.76	7.76	23.28	
FE VISION	2	17.70		17.70	
HE GRP.INS	1	14.40	14.40	14.40	
1E PC PURC.	1	50.00	50.00	300.00	
	Tgt	1776	Start	9/6/98	
2E LTD	2	2.56		7.68	
3E OPT LIFE	1	30.00	30.00	90.00	
4E OPT LIFE SP	1	8.00	8.00	24.00	
5E AD&D	1	4.55		13.65	
6E AD&D SP	1	3.21		9.63	
AZ ADVANCE			20.00	20.00	
BZ UNIFORM		11.00	11.00	66.00	
CZ SOCIAL		1.00	1.00	6.00	
EZ SPECIAL				34.56	
ER Cont.	Plan	Master	Cur.Ded.	YTD Ded.	
DR RRSP-ER	1	50.00	50.00	500.00	
FR AUTO-TB	4	43.20		345.00	
HR GRP.INS-ER	1	12.00	12.00	72.00	
1R MDPSP-ER	1	0.50	20.00	7.72	
2R SOC'L-ER	5	2.00		28.00	
3R LIFE-TB	1	0.78		6.24	
4R DENTAL-ER	1	21.35	21.35	128.10	
5R VISION-ER	K	6.78		54.24	
6R GIFTS-TB	1			125	
7R OTHER-TB				1750	
VA VAC ACCR.	4	6.00	144.30	1221.60	
WA HOL ACCR.	4	6.00	144.30	1221.60	
Gross Pay			2404.99	20192.97	
Total Ded.			1072.00	7064.60	
Net Pay			1332.99	13128.37	
Seq.#					
	12345674	EFT			
	12345675	EFT			
	12345676	EFT			
	12345677	EFT			

1. Large font size for easy reading.
2. Hours and Earnings displayed in horizontal format – easy to read left to right.
3. Masterfile fields appear in the same place (positional format) for easy reference.
4. More space between fields for easy reference.
5. Complete employee address at no charge.
6. Hourly equivalent for salaried employees displayed.
7. Birth Date, Start Date, Rehire Date, Tax Exemptions, Tax %, etc. displayed.
8. Sick Bank accumulators will print (if applicable).
9. Masterfile amounts of employee deductions and benefits allow you to see everything in one report.
10. Plan Type (also referred to as P codes) are displayed. They indicate how the deduction/benefit is set up.
11. EI insurable hours (current/last 53 weeks) and earnings (current/last 27 pay periods) displayed on one line.
12. Start dates show under the deduction/benefit (if applicable).
13. Targets show under the deduction/benefit (if applicable).
14. Line separators between sections for quick reference.
15. Masterfile deductions for codes AZ...IZ show (if applicable).
16. Vacation Accumulators with plan type and accrual rate displayed on one line.

Dollar Amount and Sequence Number of the payment are found in the Payroll Register in the circled location.

Payroll Register

EMPR NO 6-0011 PPN 013-3 PERIOD ENDING 040630 CHEQUE DATE JULY 7 2004 DATE RUN 03/07/05 TIME0007 RUN 598-080

## TELEPHONE NUMBERS

Keep track of frequently used telephone numbers on this page.

<b>Ceridian</b>	_____
<b>Ceridian's Stop Payment line</b>	1-800-667-7867
<b>Canada Revenue Agency (CRA)</b>	
General inquiries in _____	_____
Toll-free – outside _____	_____
Source Deductions _____	_____
Forms and Supplies _____	_____
<b>EI and CPP/QPP</b>	
Source Deductions in _____	_____
Toll-free – outside _____	_____
Insurance Inquires _____	_____
<b>Provincial Medical of Payroll Tax</b>	
General inquiries in _____	_____
Toll-free – outside _____	_____
<b>Employment Standards</b>	
In _____	_____
Toll-free – outside _____	_____
<b>24-Hour Information</b>	
Vacation Pay _____	_____
Termination of Employment _____	_____
Public Holidays _____	_____
Minimum Wages _____	_____
Overtime Pay _____	_____
Equal Pay – Maternity Leave _____	_____
Wage Claims _____	_____
Bookstore _____	_____

### Workers Compensation Board

In \_\_\_\_\_

Toll-free – outside \_\_\_\_\_

Employer Advisor \_\_\_\_\_

### Human Rights Commission

#### Human Resources

Temporary Services \_\_\_\_\_

Employment Services \_\_\_\_\_

Employer Training Hotline \_\_\_\_\_

### Apprenticeship Board

City of \_\_\_\_\_

City Hall Switchboard \_\_\_\_\_

Business Licensing \_\_\_\_\_

### Record of Employment forms

### Development Bank of Canada

### Canadian Payroll Association

## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

#### ABOUT CERIDIAN

**Ceridian** is a global human capital management technology company serving over 25 million users in more than 50 countries. Our offering includes the award winning, cloud-based Dayforce HCM, Global Solutions, and Small Business Payroll. Ceridian. **Makes Work Life Better™** For more information about Ceridian solutions call 1-877-237-4342 or visit [www.ceridian.ca](http://www.ceridian.ca).

