PAY VOUCHER – EXPLANATORY DOCUMENT

Important: In order to condense the pay slip as well as the explanatory document, the term « *Regular* » includes all regular and contract employees (except Service Contracts), as well as any employee whose long term temporary assignment results in automatic salary payments. The term « *Non-regular* » includes all other employees, paid on wage-slip.

1. DEPOSIT INFORMATION

Pay period ending: For *Regular* employees, the last day of the pay period is the Saturday following the date of deposit. For all other employees, paid by time sheet, the last day of the pay period is the Saturday, two weeks earlier.

Financial institution and branch number: Where your bank account is located. For security reasons, the account number is not indicated.

The amount of: The amount deposited to your account.

2. EMPLOYEE

Main Occupation: Identifies your main occupation or one of your occupations, if applicable, the related salary scale and your administrative unit, i.e. the place of work where you receive your pay slip, if it is not sent home.

Rate : The section only applies to *Regular* employees and is either an hourly rate, for all Support Staff, or a daily rate for all other employee groups. The rates for wage-slip employees will show in the « Pay Period Earnings » section.

Regular & Part-time Teachers: Rate 1/200: Gross Daily Rate, based on 200 days of work.
Rate 1/260: Gross Daily Rate, based on 26 periods of 10 days.

3. PAY PERIOD EARNINGS

For *Regular* employees, units represent days and the rate, the daily rate.

For *Non Regular* employees, units usually represent hours and the rate, the hourly rate. However, for Occasional Substitutes (20 days or less), the rate will determine the value of the unit, which can be days, portions of days or minutes (examples: units will correspond to days if the rate is equal to $182.35 and to half days if the rate is equal to $91.18).

4. INSURANCE (*Regular* employees only)

Details of your coverage and the related premiums. Please note that the amounts shown in this section are grouped under one or two deductions only in the « Deductions » section. For more information on your insurance coverage and benefits, please refer to your insurance certificate or membership card provided by the insurance company.

5. DEDUCTIONS

The Periodic column is the list of all deductions in the current pay period, the YTD Totals column indicates the total amounts deducted since January 1st of the current fiscal year (including the current pay period).

6. BANK OF DAYS (*Regular* employees only – as per your collective agreement)

The balance of your banks of Moneyable, Non-Moneyable, Reserved (Regular Teachers – 1997/98; 1998/99; 2000/01 and subsequent), Personal and annual Vacation days, where applicable.

N.B.: a) Absences that have not yet been processed by the Pay may reduce the balance of your banks.

b) For technical reasons, the balance of specific banks may still show even if you no longer hold a *regular* post nor have access to these banks.

7. SUMMARY

The Periodic column shows the totals of the current pay period and the YTD Totals column, the year to date totals since January 1st (including the current pay period).