



RECORD OF EARNINGS AND DEDUCTIONS

REFERENCE NUMBER 321654	YEAR/MONTH/DAY 2005/01/31
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SAMPLE

PAYROLL SVCS – 403 ADMIN
JOHN ACADEMIC
123 MYHOME STREET
WINNIPEG MB
CANADA R3X 2Y8

EMPLOYEE NUMBER: 123456

DESCRIPTION OF EARNINGS	HOURS/UNITS	RATE	AMOUNT	YTD AMOUNT	DESCRIPTION OF DEDUCTIONS	AMOUNT	YTD AMOUNT
REDUCTION AMOUNT 6			-2569.96	-2569.96		13	14
FIXED SALARY 7			5139.92	5139.92	INCOME TAX	1466.55	2933.10
COURSE PREM (NO PENS) 8			1843.63	1843.63	CANADA PENSION PLAN	204.34	408.68
			9	10	EMPLOYMENT INSURANCE	86.07	172.14
YEAR TO DATE EARNINGS CONV. BOX 14/T4 EARNING				4413.59	UPP PLAN B 15	154.19	308.38
					UNION DUES (UMFA)	28.27	28.27
					UNIVERSITY CLUB (2)	3.58	7.16
					DEPENDENT LIFE INSURANCE	0.69	1.38
					OPTIONAL LIFE INSURANCE	4.12	9.06
					OPTIONAL AD&D	1.37	2.74
					LONG TERM DISABILITY	7.01	14.02
					CONVERSION – UNION DUES 16		28.27
TOTAL			4413.59	8827.18	TOTAL	1956.19	3912.38

PAY PERIOD 2005-01-16	FEDERAL EXEMPTION 8148.00	PROVINCIAL EXEMPTION 7634.00	GROSS EARNINGS CURRENT 4413.59	TOTAL DEDUCTIONS 1956.19	NET PAY 2457.40
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Start of pay period

When your pay is processed by VIP, your pay cheque stub will look a little different. On the previous page you will see a sample of what your pay stub will look like once your pay is processed in VIP. The different parts of the pay stub are explained below (the numbers correspond to the annotated numbers on the sample pay stub).

Identifying information (at the top of the pay stub)

1. The first line of the name and address block gives your internal mailing address (in this example, the internal mailing address is "Payroll Svcs – 403 Admin").
2. Payroll reference number. If you ever need to ask Payroll a question about your pay, quote the payroll reference number and your University of Manitoba employee number (see below).
3. The pay date for the pay period.
4. Your University of Manitoba employee number. If you ever need to ask Payroll a question about your pay, quote the payroll reference number (see above) and your University of Manitoba employee number.

Earnings information

5. The earnings side of your pay stub.
6. "Reduction Amount" is the reduction in salary for employees on reduced appointments, partial leaves of absence, or a self-funded research grant.
7. "Fixed Salary" is salary paid to UMFA, UMDCSA, GFTs, and excluded academic administrators and executives.
8. "Course Prem" is the amount paid for teaching a course as an additional appointment. Different types of additional payments have different names, e.g. "Dept. Head (>=10FTE)" indicates a department head stipend; and "UMFA Instructor – Sum. Term" indicates an additional appointment for teaching during Summer Session.
9. The amount paid for this type of earnings in this pay period.
10. The year-to-date amount paid for this type of earnings.
11. The amount you earned in 2005 before your payroll was processed in VIP. This amount will be included in Box 14 of your T4 slip for 2005, together with your VIP earnings.

Deduction information

12. The deductions side of your pay stub. The first deductions listed are the legislated deductions (Income Tax, Canada Pension Plan, and Employment Insurance), followed by other deductions.
13. The amount deducted for this type of deduction in this pay period.
14. The year-to-date amount deducted for this type of deduction. The YTD amounts listed for the legislated deductions are the true YTD amounts (including amounts deducted before your payroll was processed in VIP).
15. Name of Deductions.
16. Union dues paid in 2005 before your payroll was processed in VIP.

Please read this explanation carefully. If you still have questions after reading the explanation, please phone Payroll at 474-6632.