

Your Guide to the Business Payrolls Survey - Education

Please read this Reporting Guide BEFORE entering your information on the questionnaire. It will help you to understand the requirements for this survey. Please keep this Reporting Guide for future reference.

Introduction

Survey purpose

The Business Payrolls Survey measures the month-to-month trends of payroll employment, paid hours and earnings. This survey together with data from the Canada Revenue Agency's PD7A payroll deduction remittances, provides the base data for the Survey of Employment, Payrolls and Hours (SEPH) program estimates. Your participation is critical to ensure an accurate reflection of your industry, region and business size. **Completion of this survey is a legal requirement under the *Statistics Act*.**

This guide contains definitions and instructions on how to complete the survey.

For the purposes of this survey, an employee is considered any person receiving pay for services rendered in Canada or for an employer paid absence, and for whom the employer is required to complete a Canada Revenue Agency "Statement of Remuneration Paid" (T4 slip) form. These persons may work on a full-time, part-time, casual or temporary basis.

Note that Section A covers all the pay periods paid out during the reference month. In Sections B to E, the number of employees, the regular gross pay and hours all relate to the last pay period payable of the reference month. The special payments questions collect information on payments made at any time during the reference month and the periods that the payments cover.

You may fill in the survey and mail it in by the date shown on the label, or alternatively, you can wait for an interviewer to give you a call to fill in the questionnaire over the phone.

Confidentiality

Statistics Canada is prohibited by law from releasing any information it collects which could identify any person, business, or organization, unless consent has been given by the respondent or as permitted by the *Statistics Act*. Statistics Canada will use the information from this survey for statistical purposes.

Reporting Period

The survey reference month is printed on the questionnaire label.

Record Coverage

The information for this report should relate only to the specified coverage, as printed on the questionnaire label.

8-5600-56.3: 2012-08-16



Section A

All Employees and Working Owners of Incorporated Businesses

Gross Monthly Payroll (Question 1)

For the specified coverage, this is the total remuneration paid to employees during the survey reference month, before deductions. The amount should be equivalent to the total of all amounts subject to appear in Box 14 of the Canada Revenue Agency T4 slip for the year. (regular pay, overtime pay and special payments).

This amount includes:

- *regular wages and salaries;*
- *commissions;*
- *overtime pay;*
- *paid leave;*
- *special payments (see section on special payments further below for more details);*
- *taxable federal allowances and benefits that are recognized by Canada Revenue Agency; and*
- *taxable provincial allowances and benefits such as private health services plan premiums for Quebec employees.*

This amount excludes:

- *the employer's contribution to pension plans, employment insurance and other employee benefits;*
 - *compensation in kind;*
 - *travel expenses; and*
 - *non-taxable allowances and benefits, such as:*
 - *premiums under private health services plans;*
 - *recreational facilities provided by the employer;*
 - *moving expenses paid by the employer; and*
 - *certain employee counselling services such as substance abuse, stress management, job placement and retirement planning.*
- *Report the gross monthly payroll as defined above, for the specified coverage printed on the questionnaire.*

Start and End Dates of the Gross Monthly Payroll (Question 2)

Report the start date of the first regular pay period and the end date of the last regular pay period **paid out** during the reference month.

Example:

In October, a school board paid its teachers (for a bi-weekly pay) on October 10th, and on October 24th. This school board pays its employees with a 5 day lag time.

The start and end dates for the first regular pay period paid out in October, on the 10th, are September 22nd and October 5th respectively. The start and end dates for the second regular pay period paid out in October, on the 24th, are October 6th and October 19th respectively. The dates to be reported in question 2 are September 22nd (start date of the first regular pay period paid out in October) and October 19th (end date of the last regular pay period paid out in October).

Mid September - October						
S	M	T	W	T	F	S
16	17	18	19	20	21	22
23	24	25	★ 26	27	28	29
30	1	2	3	4	5	6
7	8	9	★ 10	11	12	13
14	15	16	17	18	19	20
21	22	23	★ 24	25	26	27
28	29	30	31	1	2	

★ Payday

● Pay period start date

■ Pay period end date

Total Number of Employees (Question 3a)

Any person receiving pay for services rendered in Canada or for an employer paid absence, and for whom the employer is required to complete a Canada Revenue Agency T4 slip. These persons may work on a full-time, part-time, casual or temporary basis.

- For the specified coverage, report the total number of employees that are receiving pay for work performed or employer paid absence for the last pay period of the month. Include working owners, paid family members, and part-time employees, if applicable.

Number of Part-time Employees (Question 3b)

This is a separate count of the employees working less than 30 hours a week. They must be included in Question 3a, "Total Number of Employees".

- Report the total number of part-time employees receiving pay for work performed or employer paid absence for the last pay period of the month.

Sections B, C, D and E

In these sections, questions concerning the number of employees, the dates, the regular gross pay and the number of hours all relate to the **last pay period payable of the reference month**. It does not matter that the payroll cheques have yet to be issued for this period. Be aware of the special payment question, which requires data for payments made at any time during the reference month. The dates to be reported are for the period covered by the payments.

Report your data by employment category. If within each employment category there is only one payroll, report the information in the first column. Use the additional columns on the form to report more than one payroll within an employee category.

Employees by Employment Category

Non-Teaching Staff: All employees other than teachers and academic staff. Non-teaching staff includes the president, vice-president, librarian, registrar, bursar, accountant, guidance counsellor, laboratory technicians, personnel officers, and members of other services such as janitors, caretakers and bus drivers.

Teaching Staff: Those classified as teachers, instructors or academics in the payroll records, whether they teach during the day or evening. Teaching staff includes the principal, vice-principal, professors, associate professors, assistant professors, deans, heads of departments, masters, associate masters, assistant masters and teachers. This category excludes supply or substitute teachers.

Working Owners of Incorporated Businesses: Working directors, working owners, partners and other officers of incorporated businesses for whom the employer is required to complete a Canada Revenue Agency T-4 Supplementary Form.

Supply or Substitute Teachers: Teachers who are called in to teach whenever their services are needed, either to augment existing staff or as short-term replacements for full or part-time teachers.

Example:

A school board has two different pay frequencies for their supply teachers; some are paid every week and others are paid every two weeks. To report information for the last pay period, the supply teachers paid weekly would be reported in the first column, with dates corresponding to a weekly period and those paid every two weeks would be reported in the second column, with dates corresponding to a two week period.

Number of Employees (Questions 4, 9, 14 and 18)

- *Select the appropriate employment category and report the number of employees that received pay during the last pay period of the reference month. This pay can be for work performed or for employer paid absence such as statutory holidays, vacation days, etc. Report an employee in only one employment category.*

Dates Relating to the Last Pay Period

Start and End Dates (Questions 5, 10, 15 and 19)

The **last pay period of the reference month** is the last payroll accounting period recorded in the books as an accrued expense. It does not matter that the payroll cheques have yet to be issued for this period.

➤ *Report the start and end dates for the last complete pay period of the reference month for each applicable employee category. If your last pay period runs three days or less into the next month, you may report that period.*

Example:

For the same business used in the example for Gross Monthly Payroll (bi-weekly pay with a 5 day lag time), the last pay period would be from October 20th to November 2nd. Even though this pay period would not be paid out until November 7th, it is the last pay period payable of the reference month.

Regular Gross Pay (Questions 6a, 11a, 16 and 20)

Report the regular gross pay payable for the last pay period of the reference month. Include any overtime pay for hours worked in the same period.

The regular gross pay payable, before deductions, includes:

- *regular wages and salaries;*
- *regularly scheduled or incidental overtime pay relating specifically to overtime worked in the last pay period of the month;*
- *regularly paid commissions or bonuses relating to the last pay period of the month (for example, production, incentive or isolation bonus); and*
- *employer paid absence for the last pay period of the month.*

The regular gross pay payable, before deductions, excludes:

- *all payments that are not for the last pay period being reported;*
- *worker's compensation advances paid pending settlement of a claim;*
- *compensation in kind;*
- *taxable and non-taxable allowances and benefits;*
- *travel expenses; and*
- *fees for directors who are not employees of the company.*

Overtime Payments (Questions 6b and 11b)

Report the overtime pay payable. These are payments for all hours worked in excess of the standard workday or workweek in the last pay period of the reference month. Overtime pay represents the payment due **after** rate factors have been applied. (please refer to "Special Payments" for additional details.)

Average Number of Scheduled Working Hours (Questions 7 and 12)

Report the average number of hours of work normally scheduled in a workweek for each employee category. It is important that the reported number is for a **single week**.

- *If all the employees within the category have the same number of scheduled workweek hours, then record this number of hours. Report partial hours in decimals.*
- *If within a category employees work a different number of regular hours a week, then record the average number of hours worked by these employees. (See example below)*

Example:

If 4 full-time teachers work 40 hours a week and 2 part-time teachers work 24 hours a week, then the average for these employees would be:

$$((4 \times 40) + (2 \times 24)) \div (4 + 2) = 34.66 \text{ average hours}$$

Special Payments Made at Anytime During the Month (Questions 8, 13, 17 and 21)

Special Payments are amounts paid to employees for work performed or for other entitlements that:

- do not relate exclusively to the last pay period of the month;
- are made at any time during the month;
- are not part of regular wages and salaries; and
- are usually recorded in the books using the “cash” method of accounting. (Cash basis accounting is financial accountability when obligations are paid or monies received.)

Special payments exclude all remuneration recorded as regular wages and salaries, as well as non-taxable allowances and benefits. The inclusion of special payments in the last pay period payroll, or monthly dates for special payments that cover longer periods would give an inaccurate reflection of average earnings.

If payments are regularly paid (i.e. in each pay period), they can be included with Regular Gross Pay, but if the payments are irregular (i.e. not in each pay period), they must be reported in the special payments section.

The following examples constitute a partial list of possible special payments. There may be other payments unique to your company. Interviewers at the regional office are available for assistance in case of any doubt on whether an amount qualifies as a special payment or not.

- *bonuses: annual, contract, Christmas, incentive, monthly, productivity, recruitment, retention;*
- *commissions and/or commission adjustments;*
- *cost of living allowance (COLA);*
- *irregular payments to owners of incorporated companies;*
- *overtime, covering a different period than the last pay period;*
- *regular leave (statutory and sick) covering a different period than the last pay period;*
- *retroactive pay; retiring allowance;*
- *supplementary payments to university professors or teachers for teaching night courses (if over and above regular work load);*

- *separation/severance pay;*
- *vacation pay covering a different period than the last pay period; and*
- *working owners' salary covering a different period than the last pay period.*

Start and End Dates that the Special Payment Covers (Questions 8, 13, 17 and 21)

Report the start and end dates for the period that the special payment covers for a category of employees. It is essential that the special payments dates reported **reflect the period covered by the special payment and not the payroll month in which they were paid.** Do not give the dates when this pay was given to the employees.

Example:

On March 24, teaching staff received retroactive pay totalling \$522,289 for work performed from January 1, 2012 to March 17, 2011. The type of payment to be reported would be "Retroactive pay", dates to be reported for this special payment in the March survey reference month would be from 2011-01-01 to 2011-03-17 and the amount would be \$522,289.

➤ *For all special payments made during the reference month, report the type of special payment, the amount paid and the period that the special payment covers.*

Vacant Positions

A position is considered "vacant" if it meets **all three** of the following conditions:

- *a specific position exists;*
- *work may commence within 30 days;*
- *recruitment is seeking employees from outside of this organization to fill the position.*

Vacant positions can be full-time, part-time, permanent or temporary, seasonal, on call, etc.

Exclude vacant positions:

- *to be filled by promotion, demotion, internal transfers or recall from layoffs;*
- *with start dates more than 30 days in the future;*
- *for which employees have been hired, but have not yet begun working;*
- *to be filled by employees of temporary help agencies, volunteers, independent contractors or consultants;*
- *for which no recruitment action is undertaken.*

General information

Data-sharing agreements

To reduce respondent burden, Statistics Canada has entered into data-sharing agreements with provincial and territorial statistical agencies and other government organizations, which have agreed to keep the data confidential and use them only for statistical purposes. Statistics Canada will only share data from this survey with those organizations that have demonstrated a requirement to use the data.

Section 11 of the *Statistics Act* provides for the sharing of information with provincial and territorial statistical agencies that meet certain conditions. These agencies must have the legislative authority to collect the same information, on a mandatory basis, and the legislation must provide substantially the same provisions for confidentiality and penalties for disclosure of confidential information as the *Statistics Act*. Because these agencies have the legal authority to compel businesses to provide the same information, consent is not requested and businesses may not object to the sharing of the data.

For this survey, there are **Section 11** agreements with the provincial and territorial statistical agencies of Newfoundland and Labrador, Nova Scotia, New Brunswick, Quebec, Ontario, Manitoba, Saskatchewan, Alberta, British Columbia, and the Yukon.

The shared data will be limited to information pertaining to business establishments located within the jurisdiction of the respective province or territory.

Section 12 of the *Statistics Act* provides for the sharing of information with federal, provincial or territorial government organizations. Under **Section 12**, you may refuse to share your information with any of these organizations by writing a letter of objection to the Chief Statistician and returning it with the completed questionnaire. Please specify the organizations with which you do not want to share your data.

For this survey, there are **Section 12** agreements with the statistical agencies of Prince Edward Island, the Northwest Territories and Nunavut.

For agreements with provincial and territorial government organizations, the shared data will be limited to information pertaining to business establishments located within the jurisdiction of the respective province or territory.

Record linkages

Your responses for this survey will be combined with your business' monthly payroll deduction files received from the Canada Revenue Agency. Statistics Canada may also combine the information you provide with other survey or administrative data sources.

Thank you for your collaboration!