## **Business Payrolls Survey - Education**

## Worksheet

This worksheet can be used as a tool to gather payroll information in preparation for entering your data in the Business Payrolls Survey application.

The question numbers on the worksheet correspond with the questions in the electronic application. Please click the help button for the corresponding question in the application if you would like further clarification.

## ALL EMPLOYEES AND WORKING OWNERS OF INCORPORATED BUSINESSES

What was the total number of employees in the last pay period of the reference month? Include: any person receiving pay for an employer paid absence, and for whom the employer is required to compete a Canada Revenue Agency T4 slip. These persons may work on a full-time, part-time, casual or temporary basis.

For each employee category (Non-teaching staff, Teaching staff, Working owners, Supply or substitute teachers), if there is only one

payroll, record your information in the first column. Only use the ad employee category.	ditional columns when r	ecording more than one	payroll within an	
NON-TEACHING STAFF DURING THE LAST PAY PERIOD OF THE REFERENCE MONTH				
<b>Include</b> the president, vice-president, librarian, registrar, bursar, ac officers, and other services such as janitors, caretakers and bus dri <b>Exclude</b> teachers and academic staff.		nsellor, laboratory techn	icians, personnel	
	Payroll 1	Payroll 2	Payroll 3	
5. How many non-teaching staff received pay for work performed or an employer paid absence for the last pay period of the month?				
6. What were the start and end dates of the last pay period of the reference month?	From MM DD To MM DD	From MM DD To MM DD	From MM DD To MM DD	
8a. What was the regular gross pay payable including overtime pay, for the last pay period?	\$	\$	\$	
8b. What was the <b>overtime pay payable</b> included in question 8a?	\$	\$	\$	
10. What was the average number of scheduled working hours in a week?	Hours	Hours •	Hours	
	Type of Payment	Period covered	Amount Paid	
15. At any time during the reference month, what special payments were paid to non-teaching staff?				
Include all special payments subject to appear in Box 14 of the T4 slips For example: Bonuses: annual, contract, Christmas, incentive, monthly productivity. Payment made on termination, severance, separation	', I,		\$	
retiring allowance. Overtime pay covering a different period than the las pay period. Cost of living allowance (COLA). Commissions or commission adjustments. Regular leave (sick, vacation) covering a different period that the pay period. Retroactive pay. Profit sharing. Maternity leave benef	n n		\$	
paid by the employer. Allowances and reimbursement of miscellaneou fees.  Exclude all remuneration recorded as regular wages and salaries, as we	S		\$	
as non-taxable allowances and benefits.				
TEACHING STAFF DURING THE LAST PAY PERIOD OF THE REFERENCE MONTH				
Include these electified as principals teachers, instructors, profes	core or academics in the	a payroll records, whether	or thou toach during	

the day or evening.

Exclude supply or substitute.

	Payroll 1	Payroll 2	Payroll 3
16. How many <b>teaching staff</b> (excluding supply or substitute teachers) received pay for work performed or an employer paid absence?			
17. What were the start and end dates of the last pay period of the reference month?	From MM DD To MM DD	From MM DD To MM DD	From MM DD To MM DD
20. What was the regular gross pay payable including overtime pay, for the last pay period?	\$	\$	\$
21. What was the average number of scheduled working hours in a week?	Hours	Hours	Hours
	Type of Payment	Period covered	Amount Paid
26. At any time during the reference month, what special payments were paid to teaching staff?			
Include all special payments subject to appear in Box 14 of the T4 slips.			\$
For example: Bonuses: annual, contract, Christmas, incentive, monthly, productivity. Payment made on termination, severance, separation,			
retiring allowance. Overtime pay covering a different period than the last pay period. Cost of living allowance (COLA). Commissions or commission			\$
adjustments. Regular leave (sick, vacation) covering a different period than the pay period. Retroactive pay. Profit sharing. Maternity leave benefit paid by the employer. Allowages and reimburgement of miscellaneous	t		
paid by the employer. Allowances and reimbursement of miscellaneous fees.			\$
Exclude all remuneration recorded as regular wages and salaries, as well as non-taxable allowances and benefits.			

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WORKING OWNERS OF INCORPORATED BUSINESSES DU	JRING THE LAST PA	AY PERIOD OF THE I	REFERENCE MONTH		
Include working directors, working owners, partners and other officers of incorporated businesses for whom the employer is required to complete a Canada Revenue Agency T4 slip.					
	Payroll 1	Payroll 2	Payroll 3		
27. How many <b>working owners</b> received pay for work performed or an employer paid absence?					
28. What were the start and end dates of the last pay period of the reference month?	From MM DD To MM DD	From MM DD To MM DD	From MM DD To MM DD		
30. What was the <b>regular gross pay payable including overtime pay</b> , for the last pay period?	\$	\$	\$		
	Type of Payment	Period covered	Amount Paid		
35. At any time during the reference month, what special payments were paid to working owners?					
Include all special payments subject to appear in Box 14 of the T4 slips.  For example: Working owners' salary covering a different period than the last pay period.			\$		
Irregular payments to owners of incorporated companies.  Exclude all remuneration recorded as regular wages and salaries, as well as non-taxable allowances and benefits.			\$		
			\$		
SUPPLY OR SUBSTITUTE TEACHERS DURING THE LAST I	PAY PERIOD OF TH	E REFERENCE MON	TH		
Include all the teachers who are called in to teach whenever their se replacements for full or part-time teachers.					
	Payroll 1	Payroll 2	Payroll 3		
36. How many <b>supply or substitute teachers</b> received pay for work performed or an employer paid absence?					
37. What were the start and end dates of the last pay period	From MM DD To MM DD	From MM DD To MM DD	From MM DD To MM DD		
of the reference month?					
39. What was the regular gross pay payable including overtime pay, for the last pay period?	\$	\$	\$		
	Type of Payment	Period covered	Amount Paid		
44. At any time during the reference month, what special payments were paid to supply or substitute teachers?					
Include all special payments subject to appear in Box 14 of the T4 slips.			\$		
For example: Bonuses: annual, contract, Christmas, incentive, monthly, productivity. Payment made on termination, severance, separation,					
retiring allowance. Overtime pay covering a different period than the last			\$		
pay period. Cost of living allowance (COLA). Commissions or commission adjustments. Regular leave (sick, vacation) covering a different period than			Ψ		
the pay period. Retroactive pay. Profit sharing. Maternity leave benefit paid by the employer. Allowances and reimbursement of miscellaneous					
fees.			\$		
<b>Exclude</b> all remuneration recorded as regular wages and salaries, as well as non-taxable allowances and benefits.					

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