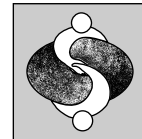




# Your Guide to the Business Payrolls Survey



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

Every month businesses across Canada participate in the Survey of Employment, Payrolls and Hours (SEPH). The labour market information produced by SEPH is used extensively by the business community, governments, economists and academics to compare wages, monitor paid hours and index contracts. It is only with the co-operation of respondents that we can produce a timely and precise picture of employment, earnings and paid hours in Canada.

As part of our continuing efforts to ease respondent burden and reduce survey costs, we have devised a simpler method of collecting labour information from businesses. Using the information obtained from the Business Payrolls Survey and from Revenue Canada's "Remittance Form for Current Source Deductions" to collect the number of employees and the gross monthly payroll, we reduced by approximately 46,000 a month the number of contacts with the business community.

The **Business Payrolls Survey** is designed to supplement the information from Revenue Canada. Only 6,000 companies will be contacted monthly. The Business Payrolls Survey is conducted by **telephone interview**. Usually, each respondent will be surveyed for a maximum of twelve consecutive months. After participating, they will be replaced by other companies of a similar size and activity. This will produce the statistics that policy makers, economists and business groups require with the least amount of respondent involvement.

## The Survey Reporting Record

The "Survey Reporting Record" is a **worksheet** where you can record your employment and payrolls figures in readiness for the telephone interview. It can also serve as a written record of the information that you give to the Statistics Canada Interviewer. However, if you prefer to mail your completed form, please use the enclosed return envelope and mail it by the date shown on the label.

### Reporting Period

The survey reference month has been preprinted in the top right hand corner of the reporting record label. It is shown as a four digit number (e.g., for August 1996, the code would be 9608). All information should relate to that month. This form will be provided monthly.

### Specified Record Coverage

**The information for this report should relate only to the specified record coverage, as printed on the label of the reporting record, on the line below the postal code.**

- If the record coverage is specified as a Payroll Deduction Account Number or Business Number, please be sure that this number is the same as the one that appears on your monthly Revenue Canada "Remittance Form for Current Source Deductions".
- If the record coverage is described as one or more locations, report the information for all employees at the specified locations.
- If the record coverage is specified as all employees, report for all employees of the company.

Record your information in the first column. Use the additional columns on the form to record more than one payroll within an employee category.

### Examples:

*There are two separate payrolls kept by a school board for their teachers. One payroll is for their full-time teachers while the other is for the part-time teachers. To report this information for the teachers, one payroll would be entered in the first column and the other payroll in the second column.*

*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 this information, the supply teachers paid weekly would be recorded 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.*

## Pay Periods

### Start and End Dates of the Payroll Month (Item 1b)

Record the starting date of the first pay period and the last day of the final pay period for the survey reference month.

#### Example:

*In October, a business had five weekly pay periods: September 29 to October 5; October 6 to October 12; October 13 to October 19; October 20 to October 26; and October 27 to November 2. The start and end dates to be entered for the October monthly gross payroll would be from September 29 to November 2 (From: 29/09 to: 02/11).*

## Pay Periods (continued)

### Last Pay Period in the Month Start and End Dates (Items 3, 8, 13 and 17)

The last pay period in the 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.

- Record the start and end dates for the last complete pay period in the month for each applicable employee category. If your last pay period runs a few days into the next month, you may report that period.

### Special Payments Made at Anytime During the Month

#### Start and End Dates that the Special Payment Covers (Items 6, 11, 15 and 19)

- Report all special payments made in the survey reference month. Record the start and end dates of the period that the special payment **covers**. Do not give the dates when this pay was given to the employee(s).

#### Example:

*On April 24, non-teaching staff received a cost of living adjustment totalling \$2,200 for work performed from January 1, 1996 to March 31, 1996. The dates to be reported in Item 6 for this special payment in the April survey reference month would be from 01-01-96 to 31-03-96.*

## Employees

### Employee:

*Any person receiving pay for services rendered in Canada or for paid absence, and for whom the employer is required to complete a Revenue Canada T-4 Supplementary Form. These persons may work on a full-time, part-time, casual or temporary basis.*

### 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 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 Revenue Canada 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.*

### Part-time Employees:

*Any employee who works less than 30 hours a week.*

### Total Number of Employees (Item 1c)

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

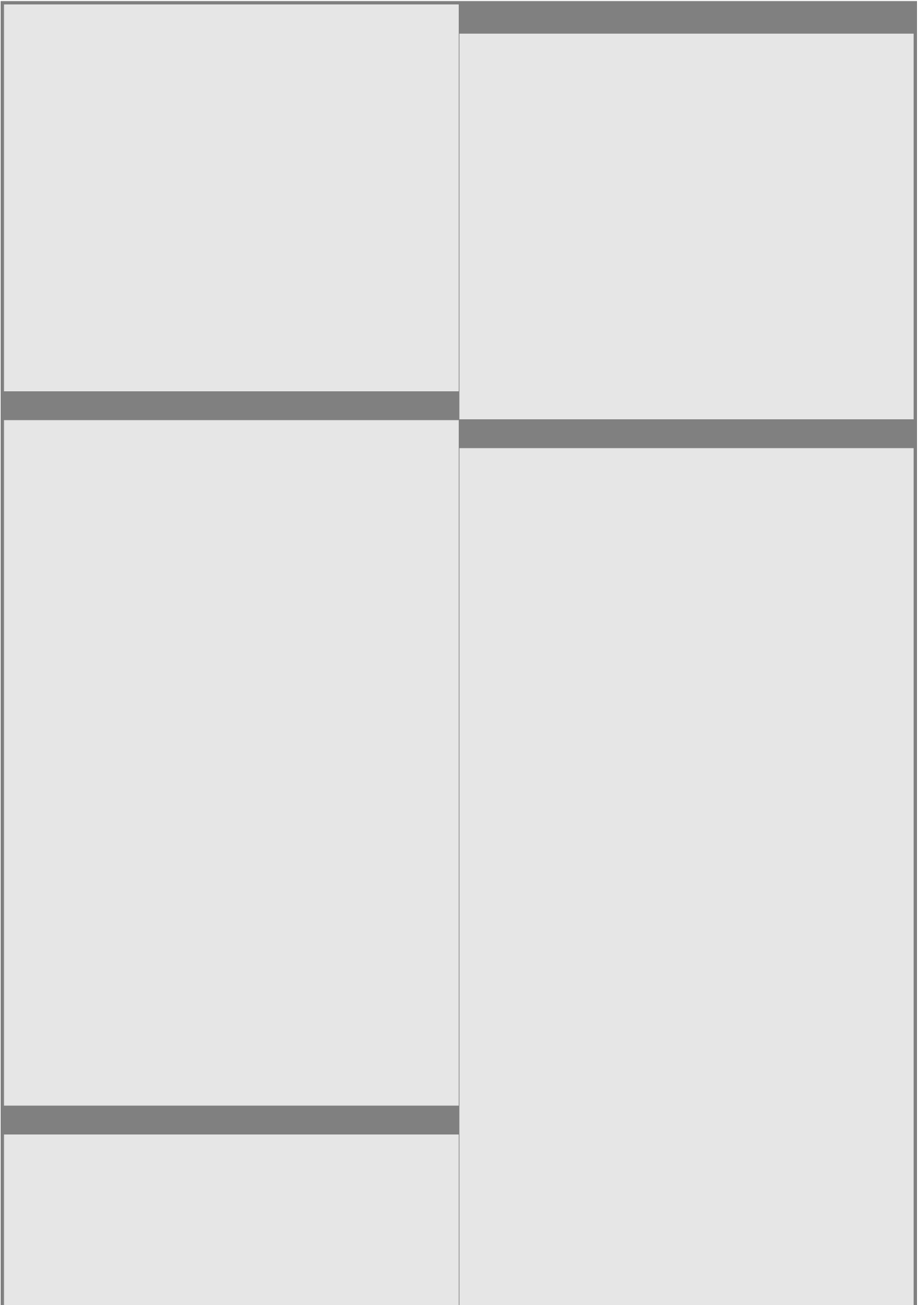
### Number of Part-time Employees (Item 1d)

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

This is a separate count of the employees working less than 30 hours a week that were included in Item 1c, "Total number of employees".

### Number of Employees (Items 2, 7, 12 and 16)

- Select the appropriate employment category and record the number of employees that are receiving pay for work performed or paid absence for the last pay period of the month. Count the employees in one employment category only.



## Payments

### Gross Monthly Payroll

(Item 1a)

For the specified coverage, this is the total remuneration paid to employees in the survey reference month, before deductions. The amount should be equivalent to the total of all amounts that would appear in Box 14 of the T-4 slip.

#### It includes:

- regular wages and salaries;
- commissions;
- overtime pay;
- paid leave;
- piecework payments;
- special payments; and
- taxable federal allowances and benefits that are recognized by Revenue Canada.

#### It excludes:

- the employer's contribution to pension plans, unemployment insurance and other employee benefits;
- compensation in kind;
- travel expenses; and
- non-taxable 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.

- Record the gross monthly payroll, including taxable federal allowances and benefits, for the specified coverage printed on the survey reporting record.

### Regular Gross Pay

(Items 4a, 9, 14 and 18)

These are the:

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

payable for work performed and paid absence for the last pay period of the month, **before** deductions.

#### It 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 of directors who are not employees of the company.

- Record the regular gross pay payable for the last pay period of the month for each employee category. Include any overtime pay for hours worked in the same period.

### Overtime Payments

(Item 4b)

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

## Payments (continued)

### Special Payments

(Items 6, 11, 15 and 19)

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; and
- are not part of regular wages and salaries.

Special payments can be for:

- accumulated overtime covering more than the last pay period being reported;
- accumulated vacation pay;
- bonuses and commissions;
- termination, severance and retirement payments;
- cost of living adjustments;
- retroactive payments;
- "top-ups" (Supplementary Unemployment Benefits) for workers' compensation, sickness, maternity, adoption and parental leave, above and beyond Workers' Compensation Board or Unemployment Insurance compensation; and
- working owner's draw.

**Note:** This is not a complete list of special payment categories. Please refer to your "Guide for Reporting Special Payments" for more details. If you are not sure that an amount qualifies as a special payment, then ask your Interviewer for assistance.

Special payments **exclude** all remuneration recorded as regular wages and salaries, as well as taxable and non-taxable allowances and benefits. (Please refer to "Gross Monthly Payroll" for examples of non-taxable benefits.)

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

## Hours

### Average Number of Working Hours in a Week (Items 5 and 10)

- Record the average number of hours of work normally scheduled in a workweek for each applicable employee category. If all the employees within the category have the same number of scheduled workweek hours, then record the average number of hours worked by these employees. Record the time in decimals.

- However, if some employees within the category work a different number of regular hours a week, then record the average number of hours worked by these employees.

#### 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:

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

**Thank you for your co-operation!**



