



Business Payrolls Survey

Your Survey Reporting Record



Confidential when completed.

Collected under the authority of the Statistics Act, Revised Statutes of Canada, 1985, Chapter S19.

Si vous désirez recevoir un formulaire français, prière de nous appeler à l'un des numéros suivants:

If you need help in completing this form, please call us at one of the following numbers:

	LOCAL	TOLL FREE	FAX
Halifax:	902-426-5662	1-800-565-1685	902-426-8292
Montréal:	514-283-5724	1-800-363-6720	514-283-7969
Toronto:	416-954-9068	1-800-387-0730	416-973-6524
Edmonton:	403-495-4627	1-800-661-9884	403-495-4788

A. ALL EMPLOYEES			
1a. Gross monthly payroll. (For the coverage specified above, this is the total remuneration paid to employees in the survey reference month, before deductions. It includes special payments.)	\$.00	1b. Start and end dates of the payroll month.
			From: D M To: D M
1c. Total number of employees in the last pay period. (For the specified coverage above, these are employees receiving pay for work performed or for paid absence for the last pay period of the month.)			1d. Number of part-time employees (those that work less than 30 hours a week) included in Item 1c.

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

B. NON-TEACHING STAFF												
2. Number of non-teaching staff receiving pay for work performed or paid absence for the last pay period of the month.												
3. Last pay period in the month. Start and end dates	From		To		From		To		From		To	
	D	M	D	M	D	M	D	M	D	M	D	M
4a. Regular gross pay payable for the last pay period of the month, including overtime pay for the same period.	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00
4b. Overtime pay payable for the last pay period of the month included in Item 4a.	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00
5. Average number of working hours in a week.												

6. Special payments made at anytime during the month to non-teaching staff (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.)	Type of Payment	Period Covered						Amount Paid
		From			To			
		D	M	Y	D	M	Y	
							\$.00
							\$.00
							\$.00



C. TEACHING STAFF												
7. Number of teaching staff (excluding supply or substitute teachers) receiving pay for work performed or paid absence for the last pay period of the month.												
8. Last pay period in the month.	From		To		From		To		From		To	
	D	M	D	M	D	M	D	M	D	M	D	M
Start and end dates												
9. Regular gross pay payable for the last pay period of the month, including overtime pay for the same period.	\$.00			\$.00			\$.00			\$.00		
10. Average number of working hours in a week.												
11. Special payments made at anytime during the month to teaching staff (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.)	Type of Payment		Period Covered						Amount Paid			
			From			To						
			D	M	Y	D	M	Y				
									\$.00			
			D	M	Y	D	M	Y	\$.00			
								\$.00				
		D	M	Y	D	M	Y	\$.00				
								\$.00				

D. WORKING OWNERS OF INCORPORATED BUSINESSES												
12. Number of working owners receiving pay for the last pay period of the month.												
13. Last pay period in the month.	From		To		From		To		From		To	
	D	M	D	M	D	M	D	M	D	M	D	M
Start and end dates												
14. Regular gross pay payable for the last pay period of the month.	\$.00			\$.00			\$.00			\$.00		
15. Special payments or draws made at anytime during the month to working owners (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.)	Type of Payment		Period Covered						Amount Paid			
			From			To						
			D	M	Y	D	M	Y				
									\$.00			
			D	M	Y	D	M	Y	\$.00			
								\$.00				
		D	M	Y	D	M	Y	\$.00				
								\$.00				

E. SUPPLY OR SUBSTITUTE TEACHERS												
16. Number of supply or substitute teachers receiving pay for work performed or paid absence for the last pay period of the month.												
17. Last pay period in the month.	From		To		From		To		From		To	
	D	M	D	M	D	M	D	M	D	M	D	M
Start and end dates												
18. Regular gross pay payable for the last pay period of the month, including overtime pay for the same period.	\$.00			\$.00			\$.00			\$.00		
19. Special payments made at anytime during the month to supply or substitute teachers (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.)	Type of Payment		Period Covered						Amount Paid			
			From			To						
			D	M	Y	D	M	Y				
									\$.00			
			D	M	Y	D	M	Y	\$.00			
								\$.00				
		D	M	Y	D	M	Y	\$.00				
								\$.00				

NOTES:

Completed by:

Name	Title	Tel. No.	Date
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