

Business Payrolls Survey

Confidential when completed.

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

**Si vous préférez recevoir ce questionnaire en français,
veuillez composer le numéro qui se trouve sous l'adresse.**

Kindly complete and return the questionnaire no later than the EIGHTH of the month following the reference period.

This survey measures the month-to-month trends of payroll employment, paid hours and earnings. 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*.**

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.

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. Information on confidentiality, data-sharing agreements and record linkages can be found on the last page of the reporting guide.

Your responses for this survey will be combined with your business' monthly payroll deduction files received from the Canada Revenue Agency. The combined information permits the publication of the total number of paid employees, payrolls and hours at detailed industrial and geographic levels. Statistics Canada may also combine the information you provide with other survey or administrative data sources.

A. ALL EMPLOYEES AND WORKING OWNERS OF INCORPORATED BUSINESSES

1. What was the gross monthly payroll for all employees and working owners of incorporated businesses? Report the total remuneration PAID during the survey reference month, <u>before deductions</u> . It includes any amount subject to appear in Box 14 of the T4 slips (regular pay, overtime pay, special payments, taxable benefits, etc.).	\$ <input type="text"/> .00	
2. What were the start and end dates of the gross monthly payroll reported in question 1? Report the first day of the first regular pay period and the last day of the last regular pay period PAID OUT within the reference month.	From MM DD	to MM DD
3a. What was the total number of employees in the last pay period PAID OUT within the reference month? Include employees and working owners of incorporated businesses who received pay for full-time or part-time work or for an employer paid absence.	<input type="text"/>	
3b. What was the number of part-time employees (those working less than 30 hours a week) included in question 3a? (if none, enter 0)	<input type="text"/>	

For sections B, C, D and E, if one payroll within an employee category, record your information in the first column. Only use the additional columns when recording more than one payroll within an employee category.

B. EMPLOYEES PAID BY THE HOUR DURING THE LAST PAY PERIOD OF THE REFERENCE MONTH

4. How many employees paid by the hour received pay for work performed or an employer paid absence?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. 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
6a. For that last pay period, what was their regular gross pay payable , including overtime pay?	\$ <input type="text"/> .00	\$ <input type="text"/> .00	\$ <input type="text"/> .00	\$ <input type="text"/> .00
6b. What was their overtime pay payable included in question 6a? (if none, enter 0)	\$ <input type="text"/> .00	\$ <input type="text"/> .00	\$ <input type="text"/> .00	\$ <input type="text"/> .00
7a. For the last pay period, what was their total number of hours payable , including overtime hours?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7b. What was their total number of overtime hours worked included in question 7a? (if none, enter 0)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8. What special payments were PAID to employees paid by the hour at any time during the reference month ? Include all special payments subject to appear in Box 14 of the T4 slips – for example accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.	Type of payment	Period Covered		Amount Paid
	<input type="text"/>	From YYYYMMDD	To YYYYMMDD	\$ <input type="text"/> .00
	<input type="text"/>	YYYYMMDD	YYYYMMDD	\$ <input type="text"/> .00
<input type="text"/>	YYYYMMDD	YYYYMMDD	\$ <input type="text"/> .00	

C. SALARIED EMPLOYEES DURING THE LAST PAY PERIOD OF THE REFERENCE MONTH (EXCLUDING WORKING OWNERS)																
9. How many salaried employees received pay for work performed or an employer paid absence?	[][][][][][]		[][][][][][]		[][][][][][]		[][][][][][]									
10. What were the start and end dates of the last pay period of the reference month ?	From	To	From	To	From	To	From	To								
	MM	DD	MM	DD	MM	DD	MM	DD	MM	DD						
11a. For that last pay period, what was their regular gross pay payable , including overtime pay?	\$	[][][]	.00	\$	[][][]	.00	\$	[][][]	.00							
11b. What was their overtime pay payable included in question 11a? (if none, enter 0)	\$	[][][]	.00	\$	[][][]	.00	\$	[][][]	.00							
12. What was their average number of scheduled working hours in a week?	[][]	.	[][]	[][]	.	[][]	[][]	.	[][]							
13. What special payments were PAID to salaried employees at any time during the reference month ? Include all special payments subject to appear in Box 14 of the T4 slips – for example accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.	Type of payment	Period Covered						Amount Paid								
		From			To											
		Y	Y	Y	Y	MM	DD	Y	Y	Y	Y	MM	DD	\$	[][][]	.00
		Y	Y	Y	Y	MM	DD	Y	Y	Y	Y	MM	DD	\$	[][][]	.00

D. WORKING OWNERS OF INCORPORATED BUSINESSES DURING THE LAST PAY PERIOD OF THE REFERENCE MONTH																
14. How many working owners received pay for work performed or an employer paid absence?	[][][][][][]		[][][][][][]		[][][][][][]		[][][][][][]									
15. What were the start and end dates of the last pay period of the reference month ?	From	To	From	To	From	To	From	To								
	MM	DD	MM	DD	MM	DD	MM	DD	MM	DD						
16. For that last pay period, what was their regular gross pay payable ?	\$	[][][]	.00	\$	[][][]	.00	\$	[][][]	.00							
17. What special payments were PAID to working owners at any time during the reference month ? Include all special payments subject to appear in Box 14 of the T4 slips – for example salary covering longer than the last pay period of the month , accumulated leave, bonuses, termination pay, commissions, etc.	Type of payment	Period Covered						Amount Paid								
		From			To											
		Y	Y	Y	Y	MM	DD	Y	Y	Y	Y	MM	DD	\$	[][][]	.00
		Y	Y	Y	Y	MM	DD	Y	Y	Y	Y	MM	DD	\$	[][][]	.00

E. OTHER EMPLOYEES DURING THE LAST PAY PERIOD OF THE REFERENCE MONTH (Employees paid exclusively by commission or piecework or another form of payments not already reported).																
18. How many other employees received pay for work performed or an employer paid absence?	[][][][][][]		[][][][][][]		[][][][][][]		[][][][][][]									
19. What were the start and end dates of the last pay period of the reference month ?	From	To	From	To	From	To	From	To								
	MM	DD	MM	DD	MM	DD	MM	DD	MM	DD						
20. For that last pay period, what was their regular gross pay payable , including overtime pay?	\$	[][][]	.00	\$	[][][]	.00	\$	[][][]	.00							
21. What special payments were PAID to other employees at any time during the reference month ? Include all special payments subject to appear in Box 14 of the T4 slips – for example accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.	Type of payment	Period Covered						Amount Paid								
		From			To											
		Y	Y	Y	Y	MM	DD	Y	Y	Y	Y	MM	DD	\$	[][][]	.00
		Y	Y	Y	Y	MM	DD	Y	Y	Y	Y	MM	DD	\$	[][][]	.00

F. VACANT POSITIONS FOR THE LAST BUSINESS DAY OF THE REFERENCE MONTH	
22. Were there any vacant positions on the last business day of the reference month? (To be vacant, a position must exist, the employer must actively be seeking workers from outside the organization and the work may commence within 30 days.)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Do not know
23. How many positions were vacant on the last business day of the reference month?	[][][][][][]

COMPLETED BY (Please print)							
First name	[][][][][][][]	Last name	[][][][][][][]				
Tel. No.		[][][][][][][]	Ext.				
Title	[][][][][][][]	E-mail address	[][][][][][][]				
Date		Y	Y	Y	Y	MM	DD