

Business Payrolls Survey

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

1. 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 complete a Canada Revenue Agency T4 slip. These persons may work on a full-time, part-time, casual or temporary basis.

For each employee category (Employees paid by the hour, Salaried employees, Working owners, Other employees), if there is only one payroll, record your information in the first column. Only use the additional columns when recording more than one payroll within an employee category.

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

Include any employee whose basic wage is expressed as an hourly rate.

| | Payroll 1 | Payroll 2 | Payroll 3 |
|--|----------------------------|----------------------------|----------------------------|
| 5. How many employees paid by the hour received pay for work performed or an employer paid absence for the last pay period of the month? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 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 , for the last pay period? | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |
| 8b. What was the overtime pay payable included in question 8a? | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |
| 9a. What was the total number of hours payable including overtime hours worked , for the last pay period? | Hours <input type="text"/> | Hours <input type="text"/> | Hours <input type="text"/> |
| 9b. What was the total number of overtime hours worked included in question 9a? | Hours <input type="text"/> | Hours <input type="text"/> | Hours <input type="text"/> |
| 15. At any time during the reference month , what special payments were paid to employees paid by the hour? 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. Allowances and reimbursement of miscellaneous fees. Exclude all remuneration recorded as regular wages and salaries, as well as non-taxable allowances and benefits. | Type of Payment | Period covered | Amount Paid |
| | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> |
| | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> |
| | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> |

SALARIED EMPLOYEES DURING THE LAST PAY PERIOD OF THE REFERENCE MONTH (EXCLUDING WORKING OWNERS)

Include any employee whose basic remuneration is a fixed amount for a period of at least one week.

| | Payroll 1 | Payroll 2 | Payroll 3 |
|--|----------------------------|----------------------------|----------------------------|
| 16. How many salaried employees received pay for work performed or an employer paid absence? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 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 |
| 19a. What was the regular gross pay payable including overtime pay , for the last pay period? | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |
| 19b. What was the overtime pay payable included in question 19a? | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |
| 21. What was the average number of scheduled working hours in a week? | Hours <input type="text"/> | Hours <input type="text"/> | Hours <input type="text"/> |
| 26. At any time during the reference month , what special payments were paid to salaried employees? 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. Allowances and reimbursement of miscellaneous fees. Exclude all remuneration recorded as regular wages and salaries, as well as non-taxable allowances and benefits. | Type of Payment | Period covered | Amount Paid |
| | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> |
| | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> |
| | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> |

WORKING OWNERS OF INCORPORATED BUSINESSES DURING THE LAST PAY PERIOD OF THE 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 working owners received pay for work performed or an employer paid absence? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 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 regular gross pay payable including overtime pay , for the last pay period. | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |
| 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. | Type of Payment | Period covered | Amount Paid |
| | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> |
| | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> |

OTHER EMPLOYEES DURING THE LAST PAY PERIOD OF THE REFERENCE MONTH

Include any employee whose basic remuneration is only from commissions, piece rates, mileage, or a similar form of remuneration.

| | Payroll 1 | Payroll 2 | Payroll 3 |
|--|-------------------------|-------------------------|-------------------------|
| 36. How many other employees received pay for work performed or an employer paid absence? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 37. 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 |
| 39. What was the regular gross pay payable including overtime pay , for the last pay period? | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |
| 44. At any time during the reference month, what special payments were paid to other employees? 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. Allowances and reimbursement of miscellaneous fees. Exclude all remuneration recorded as regular wages and salaries, as well as non-taxable allowances and benefits. | Type of Payment | Period covered | Amount Paid |
| | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> |
| | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> |