Labour Division

Business Payrolls Survey

Your Survey Reporting Record

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		To	
D	M	D	M

1c. **Total number of employees in the last pay period.** (For the coverage specified 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. EMPLOYEES PAID BY THE HOUR

2. **Number of employees paid by the hour** receiving pay for work performed or paid absence for the last pay period of the month.

3. **Last pay period in the month.**

From		To		From		To		From		To		From		To	
D	M	D	M	D	M	D	M	D	M	D	M	D	M	D	M

Start and end dates

4a. **Regular gross pay** payable for the last pay period of the month, including overtime pay for the same period.
$ .00 $ .00 $ .00 $ .00

4b. **Overtime pay** payable for the last pay period of the month included in Item 4a.
$ .00 $ .00 $ .00 $ .00

5a. **Total number of hours payable** for the last pay period of the month, including overtime hours for the same period.
.0   .0   .0   .0

5b. **Total number of overtime hours** worked in the last pay period of the month included in Item 5a.
.0   .0   .0   .0

6. **Special payments made at any-time during the month to employees paid by the hour** (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
	D	M	Y	D	M	Y	
							$ .00

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C. SALARIED EMPLOYEES

7. **Number of salaried employees** 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	From	To
	D M	D M	D M	D M	D M	D M	D M	D M
Start and end dates								

9a. **Regular gross pay** payable for the last pay period of the month, including overtime pay for the same period.	$ .00	$ .00	$ .00	$ .00
9b. **Overtime pay** payable for the last pay period of the month included in Item 9a.	$ .00	$ .00	$ .00	$ .00
10. **Average number of working hours in a week.**				

11. **Special payments made at anytime during the month to salaried employees** (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
		D	M	Y	D	M	Y	
								$ .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	From	To
	D M	D M	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
		D	M	Y	D	M	Y	
								$ .00

E. OTHER EMPLOYEES

16. **Number of other employees** 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	From	To
	D M	D M	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 other employees** (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
		D	M	Y	D	M	Y	
								$ .00

NOTES:

Completed by:

Name	Title	Tel. No.	Date

8-5600-55.1