## **Business Payrolls Survey**

## **Your Survey Reporting Record**

B. EMPLOYEES PAID BY THE HOUR

Confidential when completed

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

**REPORT FOR: RETURN BY:** 

// /1 /1 / / -



>>

This survey measures the month-to-monthrends of payroll employment, paid hours and earnings. Your participation is critical to ensure an accurate reflection of your industry, region and business size. As with most business surveys, completion of this survey is a legal requirement under the Statistics Act.

Statistics Canada has entered into data sharing agreements pursuant to Section 11 of the Statistics Act, with the statistical agencies in the provinces of British Columbia, Ontario, Québec and New Brunswick and under Section 12 with the Northwest Territories Bureau of Statistics and the Nunavut Bureau of Statistics. Under Section 12 of the Statistics Act, respondents in the Northwest Territories and Nunavut may refuse to share their data with their respective bureaus of statistics by writing to the Chief Statistician and returning a letter of objection with their completed questionnaire.

Strictly for statistical purposes, Statistics Canada will combine your responses to this survey 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.

## ALL EMPLOYEES 1a. Gross monthly payroll This is the total remuneration **PAID** to employees 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 and special payments) 1b. Start and end dates of the Gross Monthly Payroll. (reported in item 1a) From То The first day of the first regular pay period and the last day of the last regular pay period paid out within the 1c. Total number of employees in the last pay period paid out within the reference month. (employees receiving pay for work performed or for paid absence for the last pay period of the month.) This must include part-timeemployees. 1d. Number of part-timeemployees (those that work less than 30 hours a week) This number must be included in item 1c.

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

2. 2 20.220.72 22				/	^.											
Number of employees paid by the hour receiving pay for work performed or paid absence for the last pay period of the month.				RIF												
3. Last pay period in the month.		rom	X	То		om		То	Fro			Го		om	T	
	D	IV	1	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. <b>Total number of hours payable</b> for the last pay period of the month, including overtime hours for the same period				.0				.0				.0				.0
5b. <b>Total number of overtime hours</b> worked in the last pay period of the month included in Item 5a				.0				.0				.0				.0
				.0				.0				.0				.0
6. Special payments PAID at anytime during the month to	т,	mo of	Paym	ont				Period C	overed				Amount Paid			
employees paid by the hour	1 y	rpe oi	гаупп	ieni		From				T	·o			Amount	raiu	
(e.g., accumulated leave, bonuses, retroactive payments, termination					D	M	1	Υ	D	N	Л	Υ				
pay, commissions, etc.) This								ı			ı		\$			.00
includes all special payments subject to appear in Box 14 of the					D	N	1	Y	D	N	Л	Y				
T4 slips.										Ĺ			\$			.00
					D	N	1	Υ	D	N	Л	Y			_	
						1 1	. 1	1		I	. 1	1	\$			.00

8-5600-55.1: 2008-15-07 STC\LAB-075-75058 Statistics Canada Statistique Canada



<<

C. SALARIED EMPLOYEES (E.	XCLUE	DING \	WORK	ING C	WNERS	5)										
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.	Fro			О	Fro		То			om		То		rom	То	
	D	M	D	M	D	М	D	M	D	M	D	M	D	M	D M	
Start and end dates													4			
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. <b>Overtime pay</b> 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.				1				1	T						_	
11. Special payments PAID at							P	eriod C	Covered		•					
anytime during the month to salaried employees	Type of Payment							То			- Amount Paid					
(e.g., accumulated leave, bonuses, retroactive payments, termination					D	М		Υ	D		М	Υ				
pay, commissions, etc.)					1	1	-						\$		.00	
This includes all special payments					D .	M		Υ	D .		M	Y	\$		.00	
subject to appear in Box 14 of the T4 slips.					D	M		Y	D		M	Y	Ψ		.00	
,								i	ı		ı		\$		.00	
D. WORKING OWNERS OF INC	CORPO	ORAT	ED BL	JSINE	SSES											
12. Number of working owners receiving pay for the last pay period of the month.									1							
13. Last pay period in the month.	Fro	om M	D	o M	Froi	m M	To D	M	Fro	om M	D	To M	F	rom	To D M	
Start and end dates							×	O								
14. <b>Regular gross pay</b> payable for the last pay period of the month.	\$			.00	\$		Oz	.00	\$			.00	\$	•	.00	
15. Special payments or draws	Type of Payment				4	7	Pa	eriod Co	overed.					- Amount Paid		
PAID at anytime during	Тур	e of Pa	yment			<u> </u>	- ' '	enou Co	overed				-	Amount	Paid	
PAID at anytime during the month to working owners	Тур	e of Pa	ayment		22	From					Го			Amount	Paid	
PAID at anytime during the month to working owners (e.g., accumulated leave, bonuses, retroactive payments, termination	Тур	oe of Pa	ayment		3	From		Y	D		Го И	Y	•	Amount		
PAID at anytime during the month to working owners (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.)	Тур	oe of Pa	ayment		D D							Y	\$	Amount	Paid .00	
PAID at anytime during the month to working owners (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc. )  This includes all special payments subject to appear in Box 14 of the	Тур	oe of Pa	ayment			M		Y	D		М		\$	Amount		
PAID at anytime during the month to working owners (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc. )  This includes all special payments	Тур	pe of Pa	ayment			M		Y	D	!	М		\$	Amount	.00	
PAID at anytime during the month to working owners (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc. )  This includes all special payments subject to appear in Box 14 of the T4 slips.			OF CORP		D I D	M M M M M		Y  Y  Y  Y	D I D I D I I D	1	M I I M	Y	\$		.00	
PAID at anytime during the month to working owners (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.)  This includes all special payments subject to appear in Box 14 of the T4 slips.  E. OTHER EMPLOYEES (Empl			OF CORP	vely by	D I D	M M M M M		Y  Y  Y  Y	D I D I D I I D	1	M I I M	Y	\$		.00	
PAID at anytime during the month to working owners (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc. )  This includes all special payments subject to appear in Box 14 of the T4 slips.  E. OTHER EMPLOYEES (Empl 16. Number of other employees receiving pay for work performed or paid absence for the last pay period of the month.			OF CORP	vely by	D I D	M M M M M		Y  Y  Y  Y	D I D I D I I D	1	M I I M	Y	\$		.00	
PAID at anytime during the month to working owners (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc. )  This includes all special payments subject to appear in Box 14 of the T4 slips.  E. OTHER EMPLOYEES (Empl 16. Number of other employees receiving pay for work performed or paid absence for the last pay	oyees	paid e	exclusion	0	D D Commis	M M M M M M M M M M M M M M M M M M M	or piece	Y  Y  Y  Y  e work	D D D D D D D D D D D D D D D D D D D	other f	M I M I M I M I M I M I M I M I M I M I	Y Y Y I I I I I I I I I I I I I I I I I	\$ snent no	ot alrea	.00 .00 .00 dy reported.	
PAID at anytime during the month to working owners (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc. )  This includes all special payments subject to appear in Box 14 of the T4 slips.  E. OTHER EMPLOYEES (Empl 16. Number of other employees receiving pay for work performed or paid absence for the last pay period of the month.	oyees	paid e	exclusiv		D D Commis	M M M M M M M M M M M M M M M M M M M	or piece	Y I Y I Y e work	D D D D D D D D D D D D D D D D D D D	l l l other f	M I M I M	Y Y	\$ snent no	ot alrea	.00 .00 .00 dy reported.	
PAID at anytime during the month to working owners (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc. )  This includes all special payments subject to appear in Box 14 of the T4 slips.  E. OTHER EMPLOYEES (Empl 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.  Start and end dates	oyees	paid e	exclusion	0	D D Commis	M M M M M M M M M M M M M M M M M M M	or piece	Y  Y  Y  Y  e work	D D D D D D D D D D D D D D D D D D D	other f	M I M I M I M I M I M I M I M I M I M I	Y Y Y I I I I I I I I I I I I I I I I I	\$ snent no	ot alrea	.00 .00 .00 dy reported.	
PAID at anytime during the month to working owners (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc. )  This includes all special payments subject to appear in Box 14 of the T4 slips.  E. OTHER EMPLOYEES (Empl 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.  Start and end dates  18. Regular gross pay payable for the last pay period of the month,	oyees	paid e	exclusion	0	D D Commis	M M M M M M M M M M M M M M M M M M M	or piece	Y  Y  Y  Y  e work	D D D D D D D D D D D D D D D D D D D	other f	M I M I M I M I M I M I M I M I M I M I	Y Y Y I I I I I I I I I I I I I I I I I	\$ snent no	ot alrea	.00 .00 .00 dy reported.	
PAID at anytime during the month to working owners (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc. )  This includes all special payments subject to appear in Box 14 of the T4 slips.  E. OTHER EMPLOYEES (Empl 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.  Start and end dates  18. Regular gross pay payable for	oyees   Fro	paid e	exclusion	o   M	D D Commis	M M M M M M M M M M M M M M M M M M M	or piece	Y I Y I e work	D D D D D D D D D D D D D D D D D D D	other f	M I M I M I M I M I M I M I M I M I M I	Y Y Y Of payn	\$ snent no	ot alrea	.00 .00 dy reported.	
PAID at anytime during the month to working owners (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.)  This includes all special payments subject to appear in Box 14 of the T4 slips.  E. OTHER EMPLOYEES (Empl 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.  Start and end dates  18. Regular gross pay payable for the last pay period of the month, including overtime pay for the same period.	oyees	paid e	exclusion	0	D D Commis	M M M M M M M M M M M M M M M M M M M	To D	Y I Y I H W I M .00	D D D D D D D D D D D D D D D D D D D	other f	M I M I M I M I M I M I M I M I M I M I	Y Y Y I I I I I I I I I I I I I I I I I	\$ snent no	ot alrea	.00 .00 .00 dy reported.	
PAID at anytime during the month to working owners (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.)  This includes all special payments subject to appear in Box 14 of the T4 slips.  E. OTHER EMPLOYEES (Empl 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.  Start and end dates  18. Regular gross pay payable for the last pay period of the month, including overtime pay for the same period.	oyees   Fro	paid e	exclusion	o   M	D D Commis	M M M M M M M M M M M M M M M M M M M	To D	Y I Y I e work	D D D D D D D D D D D D D D D D D D D	other f	M I I I I I I I I I I I I I I I I I I I	Y Y Y Of payn	\$ snent no	ot alrea	.00 .00 dy reported.	
PAID at anytime during the month to working owners (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.)  This includes all special payments subject to appear in Box 14 of the T4 slips.  E. OTHER EMPLOYEES (Empl 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.  Start and end dates  18. Regular gross pay payable for the last pay period of the month, including overtime pay for the same period.  19. Special payments PAID at anytime during the month to other employees (e.g., accumulated leave, bonuses,	oyees   Fro	paid e	exclusion	o   M	D D Commiss	M M M M M M M M M M M M M M M M M M M	To D	Y I Y I e work  M .00	D D D D D D D D D D D D D D D D D D D	other f	M I I I I I I I I I I I I I I I I I I I	Y  Y  Of paymone  To  M  .000	\$ snent no	ot alread	.00 .00 dy reported.	
PAID at anytime during the month to working owners (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc. )  This includes all special payments subject to appear in Box 14 of the T4 slips.  E. OTHER EMPLOYEES (Empl 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.  Start and end dates  18. Regular gross pay payable for the last pay period of the month, including overtime pay for the same period.	oyees   Fro	paid e	exclusion	o   M	D D Commis	M M M M M M M M M M M M M M M M M M M	To D	Y I Y I H W I M .00	D D D D D D D D D D D D D D D D D D D	other f	M I I I I I I I I I I I I I I I I I I I	Y Y Y Of payn	\$ snent no	ot alread	.00 .00 dy reported.	
PAID at anytime during the month to working owners (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.)  This includes all special payments subject to appear in Box 14 of the T4 slips.  E. OTHER EMPLOYEES (Empl 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.  Start and end dates  18. Regular gross pay payable for the last pay period of the month, including overtime pay for the same period.  19. Special payments PAID at anytime during the month to other employees (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.)	oyees   Fro	paid e	exclusion	o   M	D D Commiss	M M M M M M M M M M M M M M M M M M M	To D	Y I Y I e work  M .00	D D D D D D D D D D D D D D D D D D D	other f	M I I I I I I I I I I I I I I I I I I I	Y  Y  Of paymone  To  M  .000	\$ snent no	ot alread	.00 .00 .00 dy reported.  To D M .00 Paid	
PAID at anytime during the month to working owners (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.)  This includes all special payments subject to appear in Box 14 of the T4 slips.  E. OTHER EMPLOYEES (Empl 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.  Start and end dates  18. Regular gross pay payable for the last pay period of the month, including overtime pay for the same period.  19. Special payments PAID at anytime during the month to other employees (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.)  This includes all special payments subject to appear in Box 14 of the	oyees   Fro	paid e	exclusion	o   M	D D D D D D D D D D D D D D D D D D D	M M M M M M M M M M M M M M M M M M M	To D	Y  Y  Y  Y  I  Y  OO  eriod Co	D D D D D D D D D D D D D D D D D D D	other f	M I I I I I I I I I I I I I I I I I I I	Y  Y  Y  Of payn  To  M  Y  Y  Y  Y  I	\$ snent no	ot alread	.00 .00 dy reported.	
PAID at anytime during the month to working owners (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.)  This includes all special payments subject to appear in Box 14 of the T4 slips.  E. OTHER EMPLOYEES (Empl 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.  Start and end dates  18. Regular gross pay payable for the last pay period of the month, including overtime pay for the same period.  19. Special payments PAID at anytime during the month to other employees (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.)  This includes all special payments	oyees   Fro	paid e	exclusion	o   M	D D D D D D D D D D D D D D D D D D D	M M M M M M M M M M M M M M M M M M M	To D	Y I Y I H e work  M .00	D D D D D D D D D D D D D D D D D D D	other f	M I I D D To M I I	To M	\$ snent no	ot alread	.00 .00 .00 dy reported.  To D M .00 Paid .00	
PAID at anytime during the month to working owners (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.)  This includes all special payments subject to appear in Box 14 of the T4 slips.  E. OTHER EMPLOYEES (Empl 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.  Start and end dates  18. Regular gross pay payable for the last pay period of the month, including overtime pay for the same period.  19. Special payments PAID at anytime during the month to other employees (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.)  This includes all special payments subject to appear in Box 14 of the T4 slips.	oyees   Fro D  \$ Typ	paid e	exclusive T D ayment	o M	From D	M M M M M M M M M M M M M M M M M M M	To D	Y  Y  Y  Pe work  M  .00  eriod Co  Y  Y  I'un d	D D D D D D D D D D D D D D D D D D D	other f	M I I I I I I I I I I I I I I I I I I I	To M  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y	\$ snent no	ot alread	.00 .00 .00 dy reported.  To D M .00 Paid	
PAID at anytime during the month to working owners (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.)  This includes all special payments subject to appear in Box 14 of the T4 slips.  E. OTHER EMPLOYEES (Empl 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.  Start and end dates  18. Regular gross pay payable for the last pay period of the month, including overtime pay for the same period.  19. Special payments PAID at anytime during the month to other employees (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.)  This includes all special payments subject to appear in Box 14 of the T4 slips.	oyees   Fro D  \$ Typ	paid e	exclusive T D ayment	o M .00	From D	M M M M M M M M M M M M M M M M M M M	To D	Y  Y  Y  Pe work  M  .00  eriod Co  Y  Y  I'un d	D D D D D D D D D D D D D D D D D D D	other f	M I I I I I I I I I I I I I I I I I I I	To M  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y	\$ snent no	ot alread	.00 .00 dy reported.  To D M .00 Paid .00 .00	
PAID at anytime during the month to working owners (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.)  This includes all special payments subject to appear in Box 14 of the T4 slips.  E. OTHER EMPLOYEES (Empl 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.  Start and end dates  18. Regular gross pay payable for the last pay period of the month, including overtime pay for the same period.  19. Special payments PAID at anytime during the month to other employees (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.)  This includes all special payments subject to appear in Box 14 of the T4 slips.  Si vous désirez recevoir un for If you need help in completing	oyees   Fro D  \$ Typ	paid e	exclusive To Description of the property of th	o M .00	From D	M M M M M M M M M M M M M M M M M M M	To D	Y  Y  Y  Y  Pe work  M  OO  eriod Co  Y  Y  I'un d  wing	D D D D D D D D D D D D D D D D D D D	other f	M I I I I I I I I I I I I I I I I I I I	To M  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y	\$ snent no	ot alread	.00 .00 dy reported.  To D M .00 Paid .00 .00	
PAID at anytime during the month to working owners (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.)  This includes all special payments subject to appear in Box 14 of the T4 slips.  E. OTHER EMPLOYEES (Empl 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.  Start and end dates  18. Regular gross pay payable for the last pay period of the month, including overtime pay for the same period.  19. Special payments PAID at anytime during the month to other employees (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.)  This includes all special payments subject to appear in Box 14 of the T4 slips.  Si vous désirez recevoir un for If you need help in completing	Fro D	paid e	exclusive To Description of the property of th	o M .00	From D	M M M M M M M M M M M M M M M M M M M	To D	Y  Y  Y  Y  Pe work  M  OO  eriod Co  Y  Y  I'un d  wing	D D D D D D D D D D D D D D D D D D D	other f	M I I I I I I I I I I I I I I I I I I I	Y  Y  Of paymone  To  M  V  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y	\$ snent no	ot alread	.00 .00 dy reported.  To D M .00 Paid .00 .00	