



HOW TO ACCESS YOUR PAY STUB

Your pay stub will be emailed to you about two days before your pay is deposited in your bank account. Pay stubs are password protected.

Your Valard ID will be: XXXXX.

The password format is as follows:

- First two letters of Last Name
- First letter of First Name
- Last four numbers of employee SIN
- All characters will be UPPERCASE

EXAMPLE:

The employee's name is John Doe.

John's SIN is 987-654-321.

Using the format from above John's password would be DOJ4321.

John Doe, XXX-XX4-321

UNDERSTANDING YOUR PAY STUB

YOUR PAY STUB BROKEN DOWN EARNINGS & TAX INFORMATION

Earnings include the money that you receive in your bank account, and any contributions Valard pays on your behalf (like benefit payments). These pay types end in "ER" because Valard is the EmployER. Tax information is included in the earnings panel, and shows a year-to-date total of your income.

DEDUCTION

Deductions include taxes, RRSP contributions, and benefit payments. Any line with EE, is what you, the employEE pays.

SUMMARY

The summary includes the total amount you're being paid before any deductions (gross), the total deductions that are taken off your pay, and the amount you can expect to see in your bank account (net pay).

EARNINGS & TAX INFORMATION					DEDUCTIONS		
Pay Type	Hours/ Units	Hourly Rate	Gross	YTD Gross	Deductions	Current	YTD
Regular			40.00		Gross		
Reg-OR					Canadian Federal Income Tax		
T4_Box14					Canadian CPP-Employee		
RRSP ER					Canadian EI-Employee		
EE LIFE ER					RRSP EE		
Dep Life ER					EE Life EE		
AD&D ER					Dep Life EE		
T4_Box40					AD&D EE		
					STD EE		
					LTD EE		

SUMMARY		
Earnings		Deductions
Gross	\$	\$
Taxable Gross	\$	\$
		Net Pay

GLOSSARY OF TERMS

Not all of these will appear on your pay stub, some will only appear if applicable.

AD&D	Accidental Death and Dismemberment insurance premiums
Add Tax \$	Additional tax that is voluntarily being withdrawn from your pay
Federal Income Tax	Combination of Federal and Provincial taxes
CPP	Canadian Pension Plan
EI	Employment Insurance
Dental	Dental coverage premiums
Dep Life	Dependent Life Insurance premiums
Deposit Date	Date that you can expect your net pay to be deposited in your bank account
DT 2.0	Your overtime hours, at double time
EE	Employee paid (employEE)
ER	Employer paid (employER)
EE Life	Life Insurance premiums
Ext Hlth	Extended Health premiums
Gross	Earnings before tax has been deducted
Hours/Units	Number of hours you worked this pay period
LTD	Long Term Disability Insurance premiums
Net Pay	Earnings after deductions (amount that will be deposited into your bank account)
OT 1.5	Your overtime hours, at time and a half
PerDiemNTx	Living Out Allowance (LOA)
Period Ending	Last day of work that is included in this pay period
Regular	Your regular earnings for this pay period
RRSP	Matched RRSP contributions. Could be either from employee or employer
RRSP Vol \$	Additional RRSP contributions you contribute as a fixed amount
RRSP Vol %	Additional RRSP contributions you contribute as a percentage of regular earnings
Stat Holiday Pay	Statutory Holiday pay that was paid out
Stat Holiday Pay	Statutory Holiday pay that is being accrued and is still available
STD	Short Term Disability Insurance premiums
Taxable Gross	The income you will be taxed on
T4_Box14	Year-to-date employment income. Will appear on your T4.
T4_Box40	Year-to-date Taxable Benefit amount. Comprised of Employer paid portion of taxable benefits and Employer RRSP matching contributions. Will appear on your T4.
ToolCloAllow	Tool and clothing allowance
Vacation Pay	Vacation pay that was paid out this pay period
Vacation Available	Vacation pay that is being accrued and is available
Working Dues	Union dues
YTD	Year to date: shows the total of the year for that category