Confidential when completed

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



REPORT FOR: RETURN BY:

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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. 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 payron in 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.

3-3-4		
A. ALL EMPLOYEES		
1a. Gross monthly payroll		
This is the total remuneration PAID to employees during the survey reference month, before deductions. It includes any	}	
amount subject to appear in Box 14 of T4 slips. (regular pay, overtime pay and special payments)	<u> </u>	
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		•
reference month.	D M	D M
1c. Total number of employees in the last pay period paid out within the reference mon. h. (employees receiving pay for work performed or for paid absence for the last pay period of the month.) This must		
include part–time employees.		
1d. Number of part–time employees (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 inst column. Only use the additional columns when recording more than one parrol within an employee category.

B. NON-TEACHING STAFF					•									
Number of non-teaching staff receiving pay for work performed or paid absence for the last pay period of the month.			O											
3. Last pay period in the month.	From To		From To		From To				From To			0		
Start and end dates	D	MD	M	D	M	D M	D	M	D	М	D	M	D	M
4a. Regular gross pay payable for the last pay period of the mouth, including overtime pay for the same period.	•		00			00		·	·	00	•	·		
4b. Overtime pay payable fc. the last pay period of the month included in Item 4a.	\$.00	\$.00	\$.00	\$.00
	\$.00	\$.00	\$.00	\$.00
5. Average number of working hours in a week.		.												
6. Special payments PAID at anytime during the month to	Type of Payment					overed								
non-teaching staff (e.g., accumulated leave, bonuses,				From			То				Amount Paid			
retroactive payments, termination				D	М	Y	D	М		Υ				
pay, commissions, etc.) This includes all special payements				1	1		I	1			\$.00
subject to appear in Box 14 of the T4 slips.				D	М	Y	D	М		Υ				
ι τ σιίμο.							1	1		1	\$.00
				D	М	Y	D	М		Υ				
											\$.00

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C. TEACHING STAFF										
7. Number of teaching staff (excluding supply or substitute teachers) receiving pay for work performed or paid absence for the last pay period of the month.										
8. Last pay period in the month.	From D M	To D M	Fron	M D	To M	From	M D	To M	From D M	To D M
Start and end dates										
9. Regular gross pay payable for the last pay period of the month, including overtime pay for the same period. Output Description:										
	\$.00	\$.00	\$.00	\$.00
10. Average number of working hours in a week.										.
11. Special payments PAID at	Type of Pa	avment			Period C	Covered			Amoun	t Paid
anytime during the month to teaching staff (e.g., accumulated leave, bonuses,	Туре от т	ayment	_	From			То	l	Amoun	t i aiu
retroactive payments, termination pay, commissions, etc.)			D I	<u>М</u> І і	Y I	D	<u>М</u> I	Y 	<u> </u>	.00
This includes all special payments			D	М	Y	D	М	Y		
subject to appear in Box 14 of the T4 slips.			D	M	Y	D	I M	Y	\$.00
			j						\$.00
D. WORKING OWNERS OF INC	CORPORAT	ED BUSINES	SSES				F	7		
12. Number of working owners receiving pay for the last pay period of the month.)			
13. Last pay period in the month.	From M	To M	Fron	n M D	ТоМ	From	M D	То	From D M	To M
Start and end dates										
14. Regular gross pay payable for the last pay period of the month.	\$.00	\$.00	\$	•	.00	\$.00
15 Cusadal manusanta an duanca		Period Covere						- Amount Paid		
15. Special payments or draws PAID at anytime during	Type of Pa	yment			Period Co	overeu T			Amount	Paid
PAID at anytime during the month to working owners (e.g., accumulated leave, bonuses,	Type of Pa	yment		From	1		То	Y	Amount	Paid
PAID at anytime during the month to working owners	Type of Pa	lyment	D	From M	Y I	D	To M	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	Type of Pa	lyment	D D		1			Y	\$.00
PAID at anytime during the month to working owners (e.g., accumulated leave, bonuses, retroactive payments, termination pay, commissions, etc.)	Type of Pa	nyment		M	Y	D	M			
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	Type of Pa	nyment	D	M I M	Y	D I D	M L M	Y	\$.00
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