Earnings Statement Example

The following is an example that illustrates a statement of earnings. The legislation does not require any specific format for a statement of earnings. **This is an example only.**

<COMPANY NAME>

STATEMENT OF EARNINGS AND DEDUCTIONS

Employee Name: Cheque Date: July 29, 20xx

EARNINGS				DEDUCTIONS			YEAR-TO-DATE	
Description	Hourly rate	Hours	Amount	Description	YTC	Amount	Description	Amount
Regular	$12.00	30.00	$360.00	CPP	$12.91	$12.91	Gross Pay	$416.76
Overtime	$18.00	2.00	$36.00	Employment Insurance (EI)	$9.68	$9.68	Deductions	71.02
Premium				Income Tax	$48.43	$48.43	Net Pay	$345.74
Holiday								
Vacation			$20.76					
Bonuses								
Commissions								
GROSS PAY			$416.76	TOTAL DEDUCTIONS		$71.02		

PAY PERIOD: July 10-24, 20xx | PAY DATE: July 29, 20xx | NET PAY: $345.74

<COMPANY NAME>

STATEMENT OF EARNINGS AND DEDUCTIONS

Employee Name: Cheque Date: July 29, 20xx

EARNINGS				DEDUCTIONS			YEAR-TO-DATE	
Description	Hourly rate	Hours	Amount	Description	YTC	Amount	Description	Amount
Regular	$12.00	30.00	$360.00	CPP	$12.91	$12.91	Gross Pay	$416.76
Overtime	$18.00	2.00	$36.00	Employment Insurance (EI)	$9.68	$9.68	Deductions	71.02
Premium				Income Tax	$48.43	$48.43	Net Pay	$345.74
Holiday								
Vacation			$20.76					
Bonuses								
Commissions								
GROSS PAY			$416.76	TOTAL DEDUCTIONS		$71.02		

PAY PERIOD: July 10-24, 20xx | PAY DATE: July 29, 20xx | NET PAY: $345.74

The earnings section lists all the types of hours the employee has worked and the corresponding earnings. It is important to specify the employees' wage for each type of wage they have earned and the rate of each of those wages. It also includes gross pay before deductions.

The deductions section lists all the deductions from the employee's wages. This section should also include any voluntary deductions that the employee has agreed to, such as voluntary employee purchases or deductions requested by the employee, such as charitable donations.

If you have a policy that allows deductions for social funds or voluntary employee purchases, make sure these policies are in writing and purchases are signed off by the employee and the employer.

<COMPANY NAME>
STATEMENT OF EARNINGS AND DEDUCTIONS

Employee Name:

Cheque Date: July 29, 20xx

EARNINGS				DEDUCTIONS			YEAR-TO-DATE	
Description	Hourly rate	Hours	Amount	Description	YTC	Amount	Description	Amount
Regular	$12.00	30.00	$360.00	CPP	$12.91	$12.91	Gross Pay	$416.76
Overtime	$18.00	2.00	$36.00	Employment Insurance (EI)	$9.68	$9.68	Deductions	71.02
Premium				Income Tax	$48.43	$48.43	Net Pay	$345.74
Holiday								
Vacation			$20.76					
Bonuses								
Commissions								
GROSS PAY			$416.76	TOTAL DEDUCTIONS		$71.02		

PAY PERIOD: July 10-24, 20xx | PAY DATE: July 29, 20xx | NET PAY: $345.74

This last section shows the employee's year to date gross pay, deductions, and net pay. This section is above minimum standards

<COMPANY NAME>
STATEMENT OF EARNINGS AND DEDUCTIONS

Employee Name:

Cheque Date: July 29, 20xx

EARNINGS				DEDUCTIONS			YEAR-TO-DATE	
Description	Hourly rate	Hours	Amount	Description	YTC	Amount	Description	Amount
Regular	$12.00	30.00	$360.00	CPP	$12.91	$12.91	Gross Pay	$416.76
Overtime	$18.00	2.00	$36.00	Employment Insurance (EI)	$9.68	$9.68	Deductions	71.02
Premium				Income Tax	$48.43	$48.43	Net Pay	$345.74
Holiday								
Vacation			$20.76					
Bonuses								
Commissions								
GROSS PAY			$416.76	TOTAL DEDUCTIONS		$71.02		

PAY PERIOD: July 10-24, 20xx | PAY DATE: July 29, 20xx | NET PAY: $345.74