What Will My New Pay Stub Look Like?

Delivery address for the pay stub
(Usually this would be the work address, but in certain cases it could be a home address.)
**Top:** Employee’s home address and job information, including pay rate and tax data. Job title is the PeopleSoft job code and may not match employee’s appointment title. This will not appear on future pay stubs. [See bottom re: multiple jobs.]

**Hours and Earnings:** includes both regular and additional earnings, such as child care allowance, tuition support plan, and overtime. Vacation, sick and leave time taken will also be reported here. Earnings for monthly paid employees are based on annual salary, not on the regular hours reported on the pay stub.

**Before-Tax Deductions:** includes employee’s Queen’s pension, voluntary pension and union dues.

**After-Tax Deductions:** displays benefits paid by the employee.

**Employer-Paid Benefits:** displays benefits paid by Queen’s, such as pension, dental benefits and supplementary medical and life insurance. * Taxable benefits are indicated with asterisks.

**Bottom:** Summarizes details shown above on the pay stub, and includes total gross pay, the Canadian Income Tax (CIT) taxable amount, total taxes and deductions, and net pay.

[Note: If employees have more than one job at Queen’s, their primary pay rate will be shown. Employees with more than one job on the same pay cycle (e.g. monthly) will find the earnings amount for each job displayed separately; employees paid on different cycles (e.g. bi-weekly and monthly) will receive separate pay stubs.]