

How to Read Your Pay Advice

(Academic Medicine Version)

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Overview

This example is intended to help you understand your Alberta Health Services (AHS) pay advice. Numbers on the example correspond to explanations on the following pages. Note: several sections on the Pay Advice display current (within the pay period) and cumulative (within the calendar year) amounts.

EXAMPLE Pay Advice



1 Pay Begin Date: 08/29/2022
Pay End Date: 09/11/2022

Advice #: 00000028706886
Advice Date: 09/21/2022

Tom Cruise 204 Forrest Drive Sherwood Park, AB T8A 6L3	2	Employee ID: 012100256 Department: 5000023053-UA-Med Educ Interns-EDM Location: Unknown Job Title: Family Medicine Resident Pay Rate: \$27.945402 Hourly	3	TAX DATA: Federal Quebec AB Net Claim Amount: 14,398.00 19,369.00 Special Letters: Addl. Percent: Addl. Amount:	4				
HOURS AND EARNINGS				TAXES					
Description	Current		YTD		Description	Current	YTD		
	Rate	Hours	Earnings	Hours				Earnings	
Stipends			1,500.00		CIT	1,196.44	2,858.40		
Weekend/Holiday Home on Call			178.70		CPP	266.09	773.74		
Weekday Home Call			177.03		EI	75.89	227.24		
Regular Pay	27.945402	80.00	2,235.63	408.00					
Weekend/Hol In House on Call			357.44						
Weekday In House or Swtch Call			354.06						
Retro Non Pensionable			0.00						
TOTAL:		80.00	4,802.86	408.00	TOTAL:	1,538.42	3,859.38		
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS			
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD	
PARA Union Dues	45.63	136.63	Dental - Family	24.43	48.86	Dental - Family	73.30	146.60	
			Extended Health Care Family	27.12	54.24	Extended Health Care Family	81.35	162.70	
			Edmonton Medical Resident	60.24	301.20	Long-Term Disability (PARA)	42.55	85.10	
			Dental - Single	0.00	9.77	Personal Spending FSA	0.00	1,000.00	
			Extended Health Care Single	0.00	10.84	Dental - Single	0.00	29.30	
						Extended Health Care Single	0.00	32.53	
TOTAL:	45.63	136.63	TOTAL:	111.79	424.91	TOTAL:	197.20	1,456.23	
TOTAL GROSS		CIT TAXABLE GROSS		TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY	
Current:	4,802.86	4,757.23	1,538.42	157.42	3,107.02			3,107.02	
YTD:	14,382.01	14,245.38	3,859.38	561.54	9,961.09			9,961.09	
Vacation Accrual		YTD Bank Balances		Advance Outstanding		DIRECT DEPOSIT DISTRIBUTION		NET PAY DISTRIBUTION	
Current:	0.00	YTD OT Bank:	0.00	OS/Advance:	0.00	Account Type	Deposit Amount	Advice #00000028706886	3,107.02
Next Year:	0.00	YTD Sick Bank:	0.00			Checking	3,107.02		
Supplemental:	0.00	YTD Stat Bank:	0.00						
		YTD Float Bank:	0.00						
TOTAL:		TOTAL:		TOTAL:		TOTAL:	3,107.02	TOTAL:	3,107.02

MESSAGE: **20**

1. **Pay Period** contains the pay period begin/end dates, the advice date (which corresponds with the deposit date) and the pay advice number.
2. **Name and Address** should be reviewed periodically to ensure address information is current. Update your address by logging into ePeople.
3. **Job Information:**
 - Employee ID** – unique 8-digit number used to identify AHS workers (e.g., 00123456).
 - Department, Location, and Job Title** – are used internally for accounting purposes.
 - Pay Rate** – indicates your current hourly rate for your primary job. *Note: if you have retained another position with AHS, this may indicate the hourly rate for that role, otherwise it will be based on your Resident Physician Salary as defined by the Resident Physician Agreement divided by the number of payable hours within the payroll year*
4. **Tax Data** contains values used to configure Federal and Provincial taxes and any, additional increases or reductions of income tax deducted at source as requested by the worker using a TD1 or T1213 form.
5. **Hours and Earnings**– For each type of earning (payroll code), this section identifies associated hourly rate, hours worked and calculates the earnings to be paid (before deductions). Please note only 15 types of earnings can be displayed; if there are more than 15 lines to be displayed, subsequent rows will be combined under the description "Other".

How to Review Your Stipends in the “Hours and Earnings” Section

Rows that identify a Rate and Hours will correspond to earnings within the current pay period (as Resident Physician payroll is based on a 40 hour work week, hours will typically sum to 80 over the two week period); except in situations where there has been a correction to a previous pay period.

Rows that do not identify a Rate and Hours are submitted to Payroll as a “lump sum”. These are typically on-call stipends and other stipends that have been reported and paid within the current pay period, but may have been worked in a different date range (e.g. on-call stipends are often paid in the second pay period after the end of each block depending on data collection and submission by the programs).

Description	Label used on Pay Advice	Rate*
Weekend or Holiday Home Call	Weekend/Holiday Home on Call	\$89.35
Weekday Home Call or Shift-Based Rotation Shifts (i.e. Emergency Medicine Shifts)	Weekday Home Call	\$59.01
Weekend or Holiday In House or Switch Call	Weekend/Hol In House on Call	\$178.72
Weekday In House or Switch Call	Weekday in House or Switch Call	\$118.02
Weekend Rounds	PARA Weekend Rounds Stipend	\$100.00
Miscellaneous stipends (Practice Stipends, Chief Resident Physician)	Stipends	Varies

* 2023 rates. Please refer to your Resident Physician Agreement for current rates.

For on-call stipends, you will need to divide the earnings by the rate of pay to determine how many shifts you were paid for. The exception is weekend rounds which are paid by “unit.” This means that each shift worked will appear as one unit under the “Hours” section.

In addition to their Regular Pay, in the example provided, the Resident Physician earned:

- \$1,500 for their annual Practice Stipend
 - \$178.70 for 2 Weekend/Holiday Home on Call shift
 - \$177.03 for 3 Weekday Home Call shifts
 - \$357.44 for 2 Weekend/Holiday In House on call shifts
 - \$354.06 for 3 Weekday in House or Switch Call shifts
6. **Taxes** contains the current pay period and Year-to-Date Canadian Income Tax (CIT), Canadian Pension Plan (CPP) and Employment Insurance (EI) contributions. Deductions for Additional Tax are included in the CIT amount and are not shown separately.
 7. **Before Tax Deductions** identifies amounts, which are deducted from your earnings prior to taxes being deducted.
 8. **After-Tax Deductions** identifies amounts which are deducted from your earnings after taxes are calculated. This includes your contributions to benefits. *Note: workers holding more than one job AND who are eligible for benefits in one or more jobs, will have benefit deductions combined by description. Benefit deductions are not shown separately for each eligible job.* Above, in the example Pay Advice shared, you will also notice a tab titled “Edmonton Medical Resident” fees in this section, this tab is for the “Parking” fees.
 9. **Employer Paid Benefits** lists the portion of the benefit costs AHS pays. Taxable benefits are identified with an asterisk (*) after the description. Benefit deductions are not shown separately for each eligible job.

10. **Total Gross** the sum total of earnings as shown in the "Hours and Earnings" section of the Pay Advice.
11. **CIT Taxable Gross (Canadian Income Tax)** the Total Gross plus any taxable benefits as identified with an asterisk (*) in the Employer Paid Benefits section minus the sum total of the deductions in the Before-Tax Deductions section.
12. **Total Taxes** the sum total of statutory deductions (i.e., Tax, CPP, EI) in the Taxes section of the pay advice.
13. **Total Deductions** the sum total of deductions in the Before-Tax plus After-Tax Deductions sections of the pay advice.
14. **Net Pay** the Total Gross minus Total Taxes minus Total Deductions equals Net Pay.
15. **Vacation Accrual** Note: Resident Physicians do not accrue vacation with Human Resources; your program is responsible for your schedule and tracking your leave allowances. If an accrual is show in this Section, it may be from a previous position and may be eligible for pay-out (unless you are still active in that position).
16. **YTD Bank Balances (Year-to-Date)** Resident Physicians do not accrue leave allowances with Human Resources; your program is responsible for your schedule and tracking your leave allowances.
17. **Advance Outstanding** in exceptional circumstances if a worker has received an advance on pay, any outstanding advance received and not recovered from the worker is tracked here.
18. **Direct Deposit Distribution** identifies the bank account type (i.e. Chequing, Savings) and amount deposited through Electronic Funds Transfer on the Advice Date.
19. **Net Pay Distribution** displays the record number of the pay advice and the amount deposited directly into the account.
20. **Message** will periodically display important payroll information.

Additional Support and Resources

You share responsibility to review your Pay Advice and ensure you've been paid correctly. Please review your AHS Pay Advice regularly by logging into ePeople and navigating to Employee Home → Payroll and Compensation Home → View Pay Advice. AHS's Payroll Practices Policy only permits corrections to be calculated for the 12 month period prior to the discovery of the error.

If you have a question or identify an error with your on-call stipends, please contact your Program Administrator. For other questions and issues:

You can review the ePeople Employee Resources on Insite –

<https://insite.albertahealthservices.ca/hr/Page3593.aspx>.

The HR Contact Centre portal is a user-friendly system with additional resources to answer your HR-related questions.

Sign in to the portal using your existing AHS credentials.

You can also reach the HR Contact Centre via

Phone at 1-877-511-4455

Online chat by logging in to the Portal and selecting the appropriate word cloud icon. Detailed instructions are found in the user guides below.

HR Contact Centre Portal.

<https://insite.albertahealthservices.ca/hr/Page4891.aspx>