Pay Stubs

I am sure everyone was eagerly awaiting their first paystub with the new pay rates. The Association has made the Division aware of discrepancies in the hourly rate being shown on the paystubs. While they investigate that issue, here is the formula to calculate your biweekly pay (not including vacation pay). Please ensure that your biweekly amount is correct even though your hourly rate is showing an incorrect figure.

-   Find your correct pay per hour according to the grid displayed in the Collective Agreement
-   Multiply that number by the hours you work per day
-   Multiply that number by the number of days you work per year. There are 11 STAT days this year for employees with less than 16 years of service and 12 STAT days for those above 16 years of service.
-   Take that number and divide it by the number of pays periods. For EA's, Program Assistants, Computerized Notetakers, BIA's that is 22 pay periods. All other employees are 26 pay periods.

This will give you your correct biweekly amount. Please check to make sure those figures match your gross regular earnings.
From there you can check your vacation pay. Take that final number and multiply it by the appropriate vacation percentage based on your years of service.
Less than 2 year of service – 4%
In year 3 to 5 years of service – 6%
In year 6 to 15 years of service – 8%
In year 16 to 22 years of service – 10%
In year 23 and above of service – 12%
Your vacation amount is listed on a separate line on your pay stub. Please ensure that the amount on your paystub is correct.

Here is an example based on an EAC with 7 years of service:
$30.03 X 6.17hours X 201 days(190 plus 11 STATS) / 22 pays = $1692.83 biweekly
$1692.83 X 8% vacation pay = $135.43 biweekly vacation pay

If you have any questions or concerns, please reach out and I can help with the calculations. Also, if there are errors you can contact the payroll department. It is your choice if you wish to include me in that correspondence.