



# Understanding your pay

The Canadian Guide for Communicating Pay to Your Employees

# Pour mieux comprendre la paie

Guide canadien de communication de la paie aux employés

ENGLISH

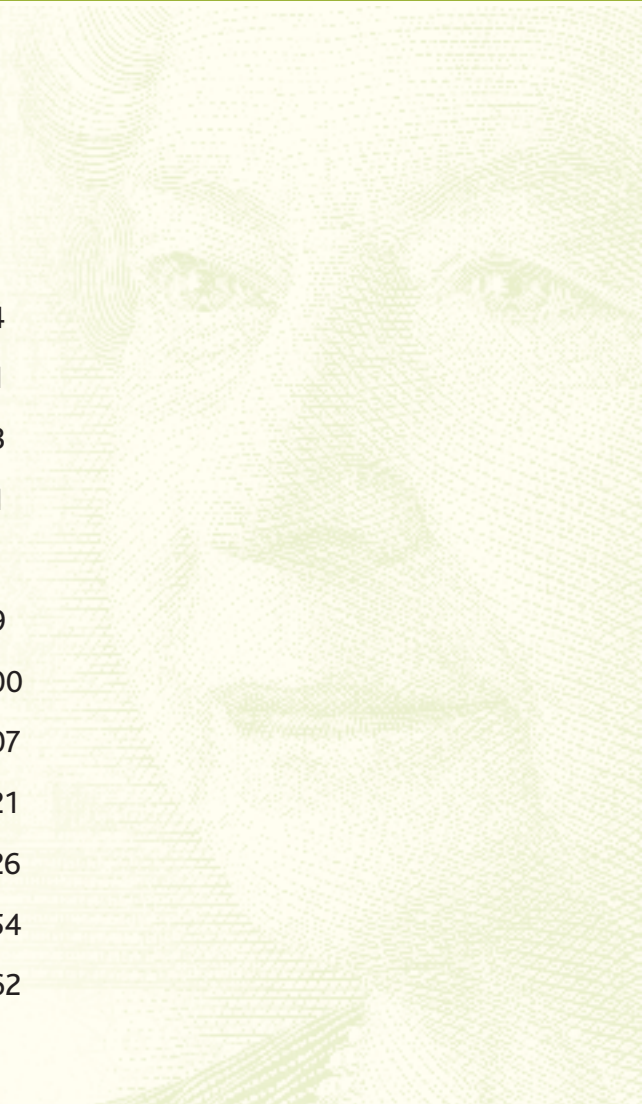
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## What do you have to show for your work?

If you're in a particularly pensive mood, you might point to things like concrete results, satisfied customers, or a sense of achievement for a job well done. While those are all great sentiments, at the most fundamental level, all employees in the workplace have the same thing to show for their labour—their paycheque.

The numbers on it vary depending on what you do, but getting paid for your efforts is the foundation of any work.

The rules and regulations around pay are as old as recorded history. Clay tablets used by the Babylonians, circa 2600 BC, recorded labourers' hours and wages. The word "salary" originated around 200 BC, from the Latin *salarium*, meaning "salt-money." Why? Roman soldiers were paid their allowance in salt, a valuable seasoning and preservative. Even now, saying that individuals are "worth their salt" means they have earned their pay.





Today, the world of work is more complex than ever, and so are many of the issues around your pay. We at the Canadian Payroll Association want to simplify things for you. We represent the payroll profession in Canada, including the employers and the individuals responsible for most of the paycheques. One of our highest priorities is education, for both our members and the public, which is why we created this CD-ROM called *Understanding Your Pay*.

*Understanding Your Pay* explores dozens of topics related to the paycheque and employment standards. Things like base pay and bonuses, taxes and deductions, work hours and time off, pensions and benefits, and much more, including all the common topics that employees might have questions about. We do it all in plain language, using charts, examples and tips that make everything easy to follow.

Who will find *Understanding Your Pay* useful? We've designed the CD-ROM to be an employee educational tool for the people responsible for payroll in a company—whether you work as a payroll professional or an office manager, in HR or accounting. All the content is aimed at the average employee, so you can easily share any or all of it with the people in your organization.





There are all sorts of ways that you can use this “electronic book.” Post some of the content on your intranet site. Publish pieces in your employee newsletter. Distribute paper copies of specific sections. Use it as the basis for employee presentations. Adapt it by weaving in details specific to your organization.

However you use *Understanding Your Pay*, you now have a resource that clearly explains all the pay-related duties of employers, the rights of employees, and their duties as taxpayers.

Also included on this CD-ROM is a handy glossary of common pay and employment terms, along with resources that provide you or your employees with more information about pay-related subjects.

So take a look at the table of contents, check out the sections, and discover all the ways that you can help your employees learn more about their pay. It’s knowledge that you and they can take right to the bank!

