



Job Aid 001: How to Identify Changes in Net Pay

A change to your net pay may occur for many reasons. Each personal income situation is unique. Some factors to consider are:

- change of your province of work
- **changes to salary**
- reaching yearly maximum of mandatory deductions
- taxable allowances and benefits
- personal tax credits
- hardship or other exemptions
- leave without pay
- overpayment recoveries

Locating Changes on Your Pay Stub

You can view changes to your Net pay on your Phoenix pay stub or on your Compensation Web Applications (CWA) pay stub.

Phoenix Pay Stub

This Phoenix Pay Stub provides an example of a change to salary that occurs within the pay period.

General				
Name:	Business Unit:	DND00		
Employee ID:	Pay Group:	TB		
Address:	Department:	368805 - DND368805		
	Location:	DND-368805 Payroll		
	Job Title:	Administrative Services		
	Pay Rate:	\$2,050.67	Biweekly	
Tax Data				
Fed Net Claim:	\$13229.00	QC Net Claim:		
Fed Spcl Letters:	\$0.00	QC Spcl Letters:		
Fed Addl Percent:	0.000	QC Addl Percent:		
Fed Addl Amount:	\$0.00	QC Addl Amount:		
Paycheque Summary				
Period	Gross Earnings	CIT Taxable Gross	Total D	
Current	2,085.48	1,870.44		
Earnings				
Description	Description	Hours	Rate	Amount
*Basic Pay	001			2,035.65
Bilingual Bonus Allowance	141			30.67
Term Retention Allowance	227			19.16

This Phoenix pay stub displays a difference between the “Biweekly Pay Rate” and “Earnings Basic Pay” which indicates a change in pay rate has occurred.



CWA Pay Stub

The CWA pay stub provides more details on the change in pay rate, such as hours and amounts.

This CWA pay stub displays the breakdown of the **“Earnings Basic Pay”**.

Example: The pay rate change took effect July 11, 2020.

Entitlements and Deductions		
Type	No.	Amount
From 11/07/20 To 22/07/20 *Basic Pay	60.00 H	\$1,640.54+
From 09/07/20 To 10/07/20 *Basic Pay	15.00 H	\$395.11+
From 09/07/20 To 10/07/20 Bilingual Bonus Allowance		\$6.13+
From 11/07/20 To 22/07/20 Bilingual Bonus Allowance		\$24.54+

Note: Change in Net Pay Beginning in January

Each calendar year, Canada Pension Plan (CPP) and Québec Pension Plan (QPP) contributions and Employment insurance (EI) premiums must be deducted from earnings until a maximum level is achieved. Depending on your earnings, you may reach these maximum levels required sometime during the year. When this happens, you will notice that CPP/QPP and/or EI deductions are no longer being withheld, resulting in an increase to your net pay.

Beginning in January, CPP/QPP and EI deductions resume, so your net pay may be reduced by these contribution amounts.

For further information on your pay please refer to the following PSPC website:

[How public service pay works.](#)