

Reading Your Pay Advice – Common Descriptions in the Earnings, Taxes, Deductions, Benefits Sections

Note: This list is not an inclusive list of what may appear on your pay advice. The codes in brackets are the codes that appear on the Timesheet i.e. (code AO1).

Earnings

Description on Pay Advice

Acad @\$25	Academic Allowance @ \$25/Month
Vac Lv Tkn	Vacation Leave Taken (code AO1)
Vac Lv Pyt	Vacation Leave Payout (code AO2)
Late-AWOL	Late - Absent Without Leave (code AW1)
AWOL+1/2dy	Absent Without Leave over 1/2 day (code AW2)
BiB 37.50	Bilingual Bonus for 37.5/week workers
BiB 40 hrs	Bilingual Bonus for 40/week workers
CB 4hrs ST	Callback first 4hrs at straight time (code CB1)
CB2nd in 8	Callback at time-and-a-half (code CB2)
CB 2.0	Callback at double time (code CB3)
Banked CB/	Banked Call Back Taken (code CB4)
BCB P/O	Banked Call Back payout (code CB5)
CBH T&L	Call Back Hours Earned (code CBE)
Commute	Commuting Allowance over 8km (code CMA)
Civic Lv.	Civic Leave (code CV1)
Civic NoPa	Civic Leave No Pay (code CV2)
Elect CB	Electronic Call Back (code ECB)
Commit Wrk	Committee Work (HB) 8U (code ED1)
Comm Serv	Community Service (HB) 8U (code ED2)
Convention	Convention/Seminars (HB) 8U (code ED3)
Ed-Extramu	Education - Extramural (HB) 8U (code ED4)
Ed-Inservc	Education - Inservice (HB) 8U (code ED5)
Ed-Orientn	Education -Orientation (HB) 8U (code ED6)
Excl Bonus	Excluded Bonus
Extra Duty	Extra Duty Pay Territorial Teachers Association (code EDP)
GR @ 1.0	General Relief 1 @ 1.0 (code GR1)
GR1 @ 1.5	General Relief 1 @ 1.5 (code GR2)
GR1 @ 2.0	General Relief 1 @ 2.0 (code GR3)
HWR @ 1.0	Heavy Work Relief @ 1.0 (code HW1)
HWR @ 1.5	Heavy Work Relief @ 1.5 (code HW2)
HWR @ 2.0	Heavy Work Relief @ 2.0 (code HW3)
PLWOP<3mth	Personal Leave Without Pay for less than or equal to 3 months (code LO1)
PLWOP>3m	Personal Leave Without Pay for greater than 3 months (code LO2)
Sick LWOP	Sick Leave Without Pay (code LO4)
Mandtry Lv	Mandatory Leave With Pay (code LO9)
Lieu Taken	Lieu Hours Taken (code LT2)
Lieu Pyout	Lieu Time Payout (code LT3)
Lieu Earnd	Lieu Hours Earned (code LTE)
Nrth Allow	Northern Allowance
NS1 \$	Nurses Special Allowance
OT @ 1.5	Overtime at time-and-a-half (code OT1)
OT x 2.0	Overtime at double time (code OT2)
OT @ Reg.	Overtime at straight time (code OT3)
ProfDv Day	Professional Development Days (code PD1)
RSA OT1 10	Responsibility Allowance for overtime hours earned at OT1 @10% (code RD1A)

RSA OT1 12	Responsibility Allowance for overtime hours earned at OT1 @12% (code RD1B)
RSA OT2 10	Responsibility Allowance for overtime hours earned at OT2 @10% (code RD2A)
RSA OT2 12	Responsibility Allowance for overtime hours earned at OT2 @12% (code RD2B)
Regular	Regular (code REG)
Reg @ 1.5	3 rd Weekend Worked up to 4 hours at time-and-a-half (code OP1)
Reg @ 2.0	3 rd Weekend Worked over 4 hours at double time (code OP2)
Relief 16%	Relief Bank 16% Earnings
Relief Pay	Relief Bank Payout
	Responsibility Allowance at 10% for periods of less than or equal to 5 days
RSA 8U 10%	(code RSD)
	Responsibility Allowance at 10% for periods of less than or equal to 5 days
RA 8DE 10%	(code RSDA)
RSA 8U 12%	Responsibility Allowance at 12% for periods of greater than 5 days (code RSDB)
RA 8DE 12%	Responsibility Allowance at 12% for periods of greater than 5 days (code RSDC)
	Responsibility Allowance at 10% for periods of less than or equal to 5 days
RA4/6U 10%	(code RSDD)
RA4/6U 12%	Responsibility Allowance at 12% for periods of greater than 5 days (code RSDE)
RA4/6E 10%	Responsibility Allowance at 10% for periods of less than or equal to 5 days
RA4/6E 12%	Responsibility Allowance at 12% for periods of greater than 5 days
Standby Un	Standby Shift on a day of rest (code SBU)
	Standby Shift on a day when a regularly scheduled shift was worked (code
Standby Wk	SBW)
Stat Holid	Statutory Holiday (pays automatically; or code SH2)
StatLvP/O	Statutory Holiday Leave Payout (code SH3)
SHTaken RB	Statutory Holiday Bank hours used (from code SH4)
Shift Prem	Shift Premium (code PS2)
Sick Lv	Sick Leave (code SL1)
Paid Susp	Suspension With Pay (code SP1)
NtPd Spsn	Suspension With Out Pay (code SP2)
SkRI @ 1.0	Sick Relief at straight time (code SR1)
SkRL @ 1.5	Sick Relief at time-and-a-half (code SR2)
SkRI @ 2.0	Sick Relief at double time (code SR3)
Stat Relief @ 1.0	Stat Relief at straight time (code ST1)
Stat Relief @ 1.5	Stat Relief at time-and-a-half (code ST2)
Stat Relief @ 2.0	Stat Relief at double time (code ST3)
S Wear	Safety Wear Union of Northern Workers Article 46 (code HSW)
	Principal Number of Students Allowance (see NWTTA Collective Agreement
Princ.#Stu	Article A4.01)
PrincExtra	Principal Extra Student Allow
VP Extra	Vice Principal Extra Students
VP#Student	Vice-Principal Number of Students Allowance
VP Allow	Vice-Principal Allow (for when acting for principal)
Lang Allow	Language Allowance
TTA EX Pay	Territorial Teachers' Association Extra Duty Pay
TTA Mentor	Territorial Teachers' Association Mentoring Allowance
Tool Allow	Union of Northern Workers Tool Allowance (code TOA)
Uniform Al	Uniform Allowance
UnLvNonBil	Union Leave Non-Billable
Vacation P	Vacation Pay 6% for some employees in a Job Share
VR @ 1.0	Vacation Relief @ 1.0 (code VR1)
VR @ 1.5	Vacation Relief @ 1.5 (code VR2)
VR @ 2.0	Vacation Relief @ 2.0 (code VR3)
Wntr Bonus	Winter Bonus Days (code WO1)

Wk St @2.0
Wknd Prem

Worked Stat at double time - for Health Board workers with Stat Banks (code WS2)
Weekend Premium (code PS3)

Taxes

CIT	Canadian Income Tax (Federal)
CPP	Canadian Pension Plan
EI	Employment Insurance
NWT Payroll	Northwest Territories Income Tax (Territorial)

Deductions and Benefits

PSHCP	Public Service Health Care Plan
Dental	Dental Plan
BLIFE	Basic Life Insurance
BLife ERPD	Basic Life Insurance Employer Paid portion
SUPLIFE	Supplementary Life Insurance
Dep.AD&D	Dependant Accidental Death and Dismemberment Insurance
Dep.Life	Dependant Life Insurance
SDB	Supplementary Death Benefit
AD&D	Accidental Death & Dismemberment
NWTTA Dues	Northwest Territories Teachers Association union dues
UNW Dues	Union of Northern Workers union dues
TDInvoice	Territorial Debt Invoice raised – you owe the GNWT money, e.g. child support payment
EI Ben Sup	Employment Insurance Benefit Sub Plan – deduction of the EI portion of Maternity / Parental Leave
Net Rec	Net Recovery Pay Receivable – you owe your department money, e.g. you were overpaid
LTD	Long Term Disability insurance
PSAC GrLif	Public Service Alliance of Canada Group Life Insurance
DI	Disability Insurance
CPSP	Canada Payroll Savings Plan
Dep Lif ER	Dependent Life Employer Paid portion
DSL CPP ER	Deferred Salary Canada Pension Plan Employer share – pension adjustment for employees on deferred salary
ReqPay	Requirement to Pay
Garnish	Garnishment
Demand	Third Party Maintenance – child support
SJFUND UNW	Social Justice Fund – Union of Northern Workers www.psac-sjf.org/home.cfm
New Pen	Pension Deduction for Superannuation