





April 9, 2014

To all employees paid through the central pay system of the Diocese of Ottawa:

On March 18th we sent out with your pay slip the notification that we are striving to have all employees receive their pay slip information through electronic means. The Diocese is making every effort to cut down on postage costs, which as you know, have recently sky-rocketed. Each mailed pay stub costs 75 cents. If you have not done so already, we would kindly request that you sign up with  *epost*. to receive your stub. It is completely free! Your pay stub will be delivered electronically to your  *epost*. mail box. As a reminder, here is how to register for  *epost*. :

1. Using a web browser go to www.epost.ca. If you are new to  *epost*. you should create an account. Then look for the green “Add now” button. Make sure to have your last Ceridian paper stub ready in order to easily access the required information to input.
2. Choose “Ceridian” from the list, which then takes you to the Ceridian website.
3. Once there, you will be prompted to fill in the required information from your prior pay stub.

How to read your Ceridian pay statement

Employer number: Please enter the characters as shown on your pay statement.
For example, your employer number entry could be: 4000 or HD8 or 263355 or ADG213
Do not include dashes (-) or any characters following the dash if they appear in your employer number.

Employee number **Department number** Pay period end date Pay date

STATEMENT F R STROMBERG Employee # 0020 Department # 03 Period End 2003/05/31 Payday 2003/05/31
Sequence 55158603


STATEMENT OF EARNINGS BULLETIN DE PAIE						EMPLOYEE DEDUCTIONS AND EMPLOYER CONTRIBUTIONS RETENUES DE L'EMPLOIE ET COTISATIONS PATRONALES					
TYPE	HOURS HEURES	RATE TAUX	AMOUNT MONTANT	Y.T.O. A JOUR		TYPE	CURRENT COURANT	Y.T.O. A JOUR	TYPE	CURRENT COURANT	Y.T.O. A JOUR
REG EARN	86.66	10.578	916.67	22,000.08		FED TAX	160.57	3,974.64	DENTAL-ER	5.00	120.00
OVERTIME	4.00	15.867	63.47	63.47		OPP	32.54	723.92			
						EI	23.52	529.53			
						COFFEE	1.00	24.00			
						CHARITY	10.00	120.00			
						DENTAL	5.00	120.00			
						EX. DEBNS	20.00	60.00			

Company messages: HAVE A SAFE & HAPPY NEW YEAR

SUMMARY SOMMAIRE	GROSS PAY PAIE BRUTE	DEDUCTIONS RETENUES	NET PAY PAIE NETTE	NET PAY ALLOCATION	DETAILS DE LA PAIE NETTE
Current Courant	980.14	252.63	727.51	\$727.51	CHEQUE
Year-to-date Cumul annuel	22,063.55	5,562.09	16511.46		

Current & year-to-date amounts

Employee deductions & Employer contributions



If you have any questions or need to make contact with the Synod office regarding this, please get in touch with Bill Gilbert at (613)232-7124 Ext.230 or at bill-gilbert@ottawa.anglican.ca