



Reviewing My Pay Stub - CANADA

Reviewing My Pay Stub – EMPLOYEE and MANAGER

This job aid is for both employees and managers working in Canada. Please review each cheque and pay stub to make sure your pay is correct. Use the following steps to review your pay stub in HR Central.

Reminder(s):

- Direct Deposit/Advice pay stubs will now default to electronic delivery for all Canadian employees.
- Default settings can be changed by selecting **Preferences** in **My Pay**.
- This job aid reflects the online pay stub in HR Central. Paper pay stubs mailed to you will have slight formatting differences.
- If you have additional questions about this change or believe any aspect of your pay is incorrect, please contact the HR Service Center at 1-866-431-8484.

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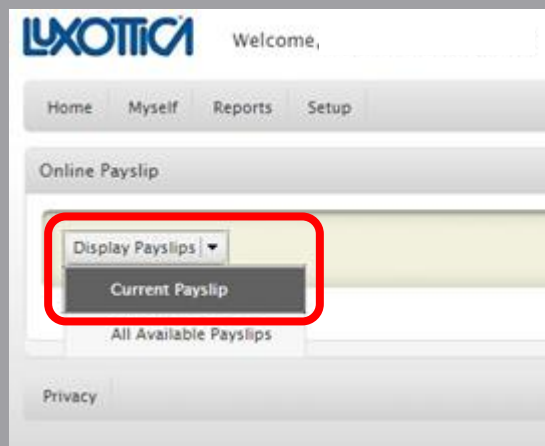
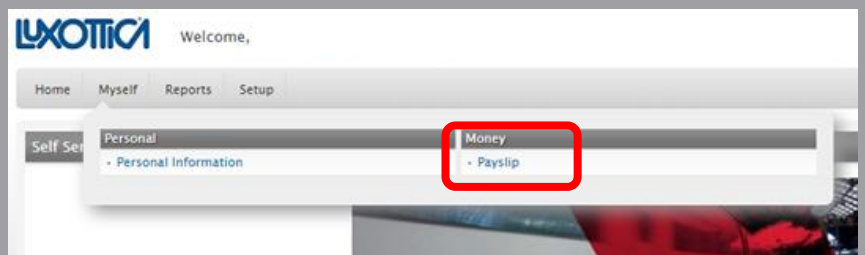
Access Current Pay Stub Detail

Log in to hrcentral.luxottica.com using your Luxottica employee ID and password.

At the **self-service** menu, select **My Pay**.

In **My Pay**, select **Myself** to get the next dropdown menu, then select **Payslip**.

To view your current pay stub, select **Display Payslips** and then **Current Payslip** from the dropdown menu.





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2 View Current Pay Stub

Your pay stub provides a comprehensive explanation of your current and Year-To-Date earnings and deductions.

FILE # 07006462						EARNINGS STATEMENT		
LENSCRAFTERS INT'L INC PO BOX SUITE 101 Mississauga ON L5N 1V8						Period Ending:	01.08.2015	
Global ID: 9999999						Advice Date:	07.08.2015	
Position: Lab Technician						Advice Number:	1000000001	
Exemptions/Allowances						Batch Number:	00.00.000000:00:00	
Fed.:CA 11,327.00 Addt: 0.00						Pay Number:	16/2015	
Prov:AB 18,214.00 Addt: 0.00						Pay Type:	Regular payroll	
						Pay Freq:	CA - Bi-Weekly	
						PAULA PAYSTUB 123 MAIN STREET ANYTOWN AB T6H 0P2		
						Other Benefits and Information	This Period	Year-to-Date
Earnings	PP Date	Rate	Hours	Amount	Year-To-Date			
REGULAR	01.08.15	17.91	32.89	589.06	1,500.14			
VAC TRN	01.08.15	17.91	16.00	286.56	286.56	ER/Health con	19.02	38.04
OT 1.5	01.08.15	26.87	0.17	4.57	15.32	ER/Dental con	14.84	29.68
SPIFF	01.08.15			68.51	154.63	TR/Life insur	2.34	4.68
GrossPay				948.70	1,956.65	Health plan d	3.29-	6.58-
Taxes						Long-term dis	11.54-	23.08-
Income tax/regular				81.18-	176.16-	Total Deducti	14.83-	29.66-
CPP Employee Contrib.				40.41-	83.76-	* Pre-Tax Ded.		
EI Employee Premiums				17.84-	36.79-	Net Pay		
Total Tax Withholding:				139.43-	296.71-	Check	794.44	
						Total Net Pay	794.44	1,630.28

Section 1

Section 2

3 Overview – Section 1

- A. **Company Information** - company name and address.
- B. **Global ID** - your Luxottica employee ID and position.
- C. **Exemptions/Allowances** - your federal and provincial tax withholding status and allowances.

FILE # 07006462					
LENSCRAFTERS INT'L INC PO Box SUITE 101 Mississauga ON L5N 1V8					
Global ID: 9999999					
Position: Lab Technician					
Exemptions/Allowances					
Fed.:CA 11,327.00 Addt: 0.00					
Prov:AB 18,214.00 Addt: 0.00					
Earnings	PP Date	Rate	Hours	Amount	Year-To-Date
REGULAR	01.08.15	17.91	32.89	589.06	1,500.14
VAC TRN	01.08.15	17.91	16.00	286.56	286.56
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GrossPay				948.70	1,956.65
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CPP Employee Contrib.				40.41-	83.76-
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Total Tax Withholding:				139.43-	296.71-

Section 1



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D. **Earnings** - summary of hourly rates, hours worked and gross earnings paid in the current pay period and Year-To-Date. Some common earnings codes you may see include:

- **REGULAR** - hourly rate of pay for non-overtime hours worked. Does not include hours listed under separate earnings codes (e.g., training, projects, meetings, etc.).
- **OT 1.5** - overtime rate of pay (1.5 x your hourly rate of pay) for all overtime hours worked.
- **Incentive Earnings** – sales/production incentives paid (e.g., COMM, SPIFFS, BONUS).
- **VAC TKN** - hourly rate of pay for vacation hours taken (full-time and part-time employees only).
- **VAC EVRY** - accrued vacation pay received (casual part-time and seasonal employees only).

E. **Gross Pay** - your total current and Year-to-Date earnings before deductions.

F. **Taxes** - tax deductions (e.g., Income tax, Canadian Pension Plan (CPP) and Employment Insurance (EI) premiums) from your current and Year-to-Date earnings.

FILE #
07006462

LENSCRAFTERS INT'L INC
PO Box SUITE 101
Mississauga ON L5N 1V8

Global ID: 999999
Position: Lab Technician

Exemptions/Allowances

Fed.:CA 11,327.00 Addt: 0.00
Prov:AB 18,214.00 Addt: 0.00

Section 1

D

Earnings	PP Date	Rate	Hours	Amount	Year-To-Date
REGULAR	01.08.15	17.91	32.89	589.06	1,500.14
VAC TKN	01.08.15	17.91	16.00	286.56	286.56
OT 1.5	01.08.15	26.87	0.17	4.57	15.32
SPIFF	01.08.15			68.51	154.63
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Income tax/regular				81.18-	176.16-
CPP Employee Contrib.				40.41-	83.76-
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Total Tax Withholding:				139.43-	296.71-

E

F



Reviewing My Pay Stub - CANADA

4 Overview – Section 2

- G. **Period Ending** - current pay period end date.
- H. **Cheque/Advice Date** - date net pay is available via cheque/direct deposit.
- I. **Pay Number** - the sequential pay period for the current year (e.g., 16/2015 = 16th pay period in 2015).
- J. **Employee Address** - mailing address where your pay cheques and paper pay stubs, if applicable, are sent.
- K. **Other Benefits and Information** - reflects both paid benefits (ER - employer paid; TB - taxable benefit) and paid deductions for the current pay period and Year-To-Date. (Note: this section will not display if you have no paid benefits or deductions.)
- L. **Total Net Pay** - your total current and Year-to-Date earnings after deductions. Current total matches amount paid on current cheque or direct deposit (transfer).
- M. **Vacation/Sick Balances** - reflects annual vacation and sick time balances as of the pay period end date.

EARNINGS STATEMENT

Period Ending: 01.08.2015
Advice Date: 07.08.2015
Advice Number: 1000000001
Batch Number: 00.00.000000:00:00

Pay Number: 16/2015
Pay Type: Regular payroll
Pay Freq: CA - Bi-Weekly

PAULA PAYSTUB
123 MAIN STREET
ANYTOWN AB T6H 0P2

Section 2

Other Benefits and Information	This Period	Year-to-Date
ER/Health con	19.02	38.04
ER/Dental con	14.84	29.68
TB/Life insur	2.34	4.68
Health plan d	3.29-	6.58-
Long-term dis	11.54-	23.08-
Total Deducti	14.83-	29.66-
* Pre-Tax Ded.		
Net Pay		
Check	794.44	
Total Net Pay	794.44	1,630.28

(Note: this section will not display on pay stubs until after the first payroll run in 2016. Expect updated balances on pay stub by 2nd or 3rd pay period in 2016.)