

Understanding Your Pay Statement

Below you will find the information necessary to properly understand your pay statement. You will also find a sample pay statement, along with the corresponding descriptions.

1 Rémunérations			2 Déductions		3 Accumulations du 2025-12-14 au 2026-02-07	
Description	Unité	Montant	Description	Montant	Description	Montant
Regulier	70.00	2055.90	Rrq	126.73	Salaire Brut	8223.60
			Impot Provincial	285.42	R.R.Q.	506.92
			Impot Federal	212.57	R.Q.A.P.	35.36
			Rregop Recherche	103.08	Impot Federal	850.28
			Assurance Emploi	26.73	Impot Provincial	1141.68
			Ind All Rech Chu Qc Base	78.25	Assurance Emploi	106.92
			Ind All Rech Chu Qc Opt2	3.45	Rregop Recherche	412.32
			Ind All Rech Chu Qc Opt4	30.56	Ind All Rech Ch Base	313.00
			Ind All Rech Chu Qc Tvq	10.11	Ind All Rech Ch Opt2	13.80
			Rqap	8.84	Ind All Rech Ch Opt4	122.24
					Ind All Rech Ch Tvq	40.44
					Pp.Ass.Impos.Prov.	361.40
					Salaire Net	4680.64
Total - Rémunérations		2055.90	Total - Déductions			
			Salaire net			
			885.74			
			1170.16			

Autres renseignements		4 Banques		5 Fériés non pris	
Description	Unité	Description	Unité	Année-Numéro	Année-Numéro
Part Patr. Assur. Impos. Prov	90.35	ANC. COMPARAISON	AA-JJJ	0A-158J	
Tel.Service De La Paie:		MALADIE COURANTE	HR	9.80	
1-877-821-0999, Opt.2		VACANCES T.C.	HR	-7.00	
		VAC. TC - MAI 2026	HR	58.35	

➤ 1. Salary

- **Description** : Details of the hours recorded in Logibec for the pay period. For example: regular hours, statutory holidays, sick leave.
- **Unit**: Hours worked over the two-week period.
- **Amount** : Gross pay earned for the recorded hours.

➤ 2. Deductions

Mandatory source deductions. For more information on these deductions and the applicable rates, please refer to the links below.

- **QPP (Quebec Pension Plan)**: Provides basic financial protection in case of retirement, death, or disability.
https://www.rrq.gouv.qc.ca/fr/programmes/regime_rentes/travail_cotisations/Pages/travail_cotisation_s.aspx
- **Provincial and Federal Taxes**: Source deductions, with tax rates varying depending on your income.
<https://www.revenuquebec.ca/fr/citoyens/declaration-de-revenus/produire-votre-declaration-de-revenus/taux-dimposition/>
<https://www.canada.ca/fr/agence-revenu/services/impot/particuliers/foire-questions-particuliers/taux-imposition-canadiens-particuliers-annee-courante-annees-passees.html>

- **RREGOP (Public Sector Pension Plan):** Retirement plan for government and public organization employees.
<https://www.retraitequebec.gouv.qc.ca/fr/publications/rrsp/rregop/Pages/rregop.aspx>
- **Employment Insurance (EI): Provides financial protection in case of job loss.**
<https://www.canada.ca/fr/agence-revenu/services/impot/entreprises/sujets/retenues-paie/retenues-paie-cotisations/assurance-emploi-ae/taux-cotisation-a-ae-maximums.html>
- **QPIP (Quebec Parental Insurance Plan): Provides financial support to new parents.**
<https://www.quebec.ca/entreprises-et-travailleurs-autonomes/administrer-gerer/embauche-gestion-personnel/assurance-parentale/taux-cotisations>

Source deductions applied based on your situation:

- **External Parking:** If you subscribe to CHU parking, this information will appear on your pay statement.
- **External Parking Federal Tax:** Federal tax applied to parking fees.
- **External Parking Provincial Tax (QST):** Provincial tax applied to parking fees.
- **Union Dues:** Employees who are part of a certified union have deductions for union dues.

Group insurance contribution:

- **Ind All Rech CHU QC (Base):** Health insurance.
- **Ind All Rech CHU QC Opt1:** Dental care insurance.
- **Ind All Rech CHU QC Opt2:** Life insurance.
- **Ind All Rech CHU QC Opt3:** Short-term disability insurance. This option only appears when the employer-paid maximum is reached.
- **Ind All Rech CHU QC Opt4:** Long-term disability insurance.
- **Ind All Rech CHU QC QST:** Provincial tax applied to insurance-related fees.

➤ **3. Cumulative deductions**

Total deductions paid since the start of the fiscal year.

➤ **4. Balances**

In this section, you will find a description of your accumulated hours for vacation, sick leave, and owed time.

- **Seniority comparison (anc.comparaison):** your seniority at CHU de Québec.
- **Current sick leave (*maladie courante*):** current balance of your available sick leave hours.
IMPORTANT: Sick leave is accumulated from December 1 to November 30 each year. On December 1, the sick leave bank resets to zero.
- **Owed time (*temps dû*):** straight-time overtime that has been accumulated.
- **Vacation quantum (vacances quantum):** number of vacation hours that can be taken without pay.
- **Vacation F.T (hours)(*vacances T.C*):** number of vacation hours that must be taken before April 30 of the coming year.
IMPORTANT: Vacation hours are accumulated from May 1 to April 30 each year to be used starting May 1 of the following year.
- **Vacation P.T. (amount and hours)(*vacances T.P*):** number of vacation hours accumulated as a part-time employee that must be taken before April 30, or the amount representing those vacation hours.
IMPORTANT: Vacation hours are accumulated from May 1 to April 30 each year to be used starting May 1 of the following year.
- **Vac. F.T. – MAY 202X (*vac.TC*):** number of hours accumulated for the next year that will become available on May 1.

➤ 5. Unused statutory holidays

- This section allows you to keep track of statutory holidays that have not yet been taken and remain available to use.

Key points to remember:

- Payroll deposit: Thursdays, every two weeks. You can refer to [Payroll Calendar for Employees Paid by the Research Center](#) paid by the Research Center to find the direct deposit dates.
- Gross salary: the total amount earned by the employee according to the employment contract, before any tax deductions or other social contributions are applied.
- Net salary: obtained by deducting all tax and social contributions from the gross salary. This represents the actual amount received by the employee.
- Tax slips: Tax slips (T4) are available in the Logibec payroll system, under the “Tax Slips” tab, no later than February 28 each year.
If you are no longer employed, the slips will be mailed to the address listed in your file. It is therefore important to update your personal information if necessary.
- Coding of hours on your timesheet: you can refer to the [Guide Logibec](#) to correctly complete your timesheet and to check the balance of your different hour banks.

If there is an issue with your pay stub:

Please contact the HR department at inforh@crchudequebec.ulaval.ca