Money Matters

for People with Diverse Abilities

Workbook 5

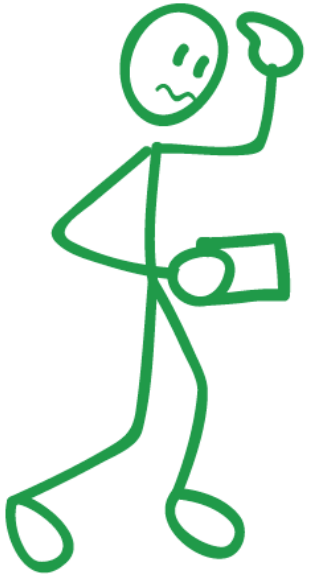
Understanding your paycheque

ABC LifeLiteracyCanada

Founding Sponsor

TD READY COMMITMENT

Welcome to *Money Matters!*



What will you learn?

In today's workshop, you will learn:

- How to understand your paycheque and pay stub
- Why money comes out of your paycheque
- How to tell how much money comes out of your paycheque

Thinking about paycheques

A paycheque is the money your work pays you to do your job.

When your work pays you, they usually give you two things:

- A cheque
- A pay stub

Did you know?

Sometimes your work will put your money directly into your bank account. When your work puts money directly into your account, it's called direct deposit.

Thinking about paycheques

This is a **paycheque:**

Book World, Inc
P.O. Box 3750
Foam Lake, SK S1S 1S1

Date: March 18, 2020

Pay to the order of

Sandy Chayka $ 622.98

Six hundred twenty-two dollars and ninety-eight cents

For: 55 hours

Chantal Durand

Thinking about paycheques

And this is a **pay stub**:

Book World, Inc
P.O. Box 3750
Foam Lake, SK
S1S 1S1

Employee Name: Sandy Chayka
Pay Period Start: March 4, 2020
Pay Period End: March 18, 2020
Pay date: March 18, 2020
Net pay YTD: $3,041.38

Gross pay: $770.00
Deductions: ($147.02)
Net pay: $622.98

Earnings				Deductions		
Hours	**Rate**	**Gross pay**	**Gross pay YTD**	**Type**	**Amount**	**YTD**
55	$14.00	$770.00	$3,850.00	Tax	$101.49	$558.20
				CPP	$33.36	$183.48
				EI	$12.17	$66.94
				Total Deductions	$147.02	$808.62

Meet Sandy

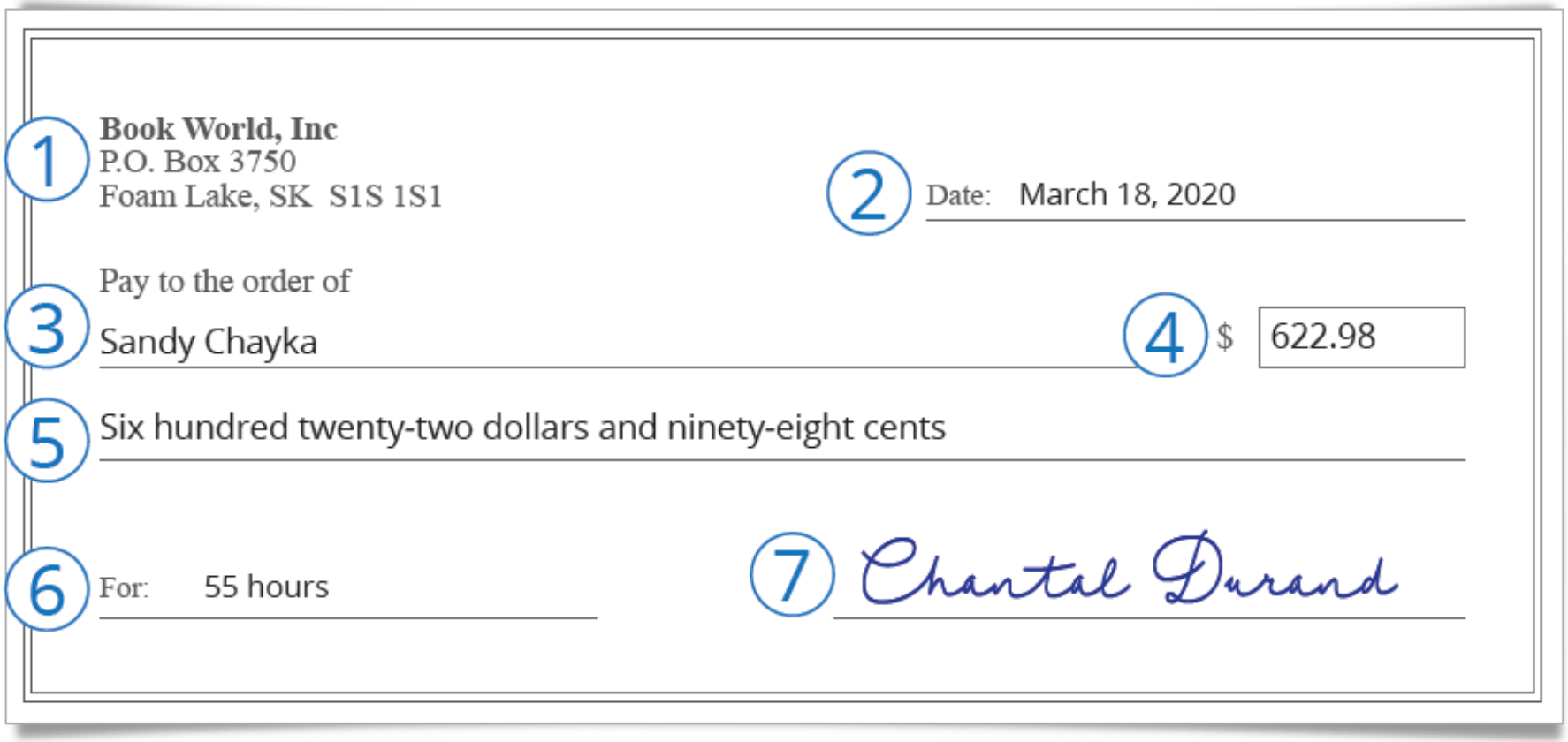
Sandy has a job at a store that sells books. She works hard, and she really likes her job.

Sandy's manager gives her an envelope. "Great work, Sandy," says the manager. "Here is your paycheque."

Sandy doesn't know how to read a cheque yet. She opens her paycheque and says, "I wonder how much money I got."

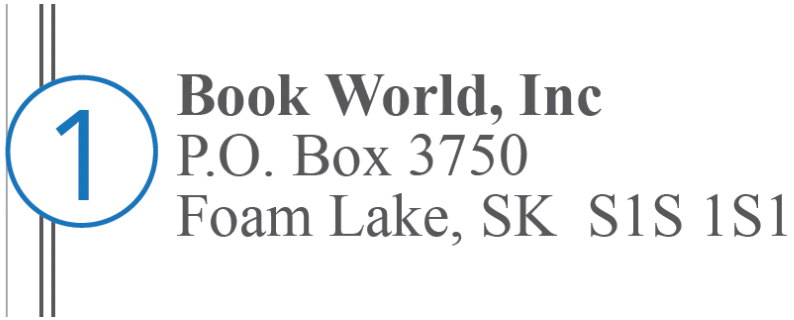
Reading a cheque

Here are the different parts of a cheque. The big blue numbers on the cheque show you where each part is.



Reading a cheque

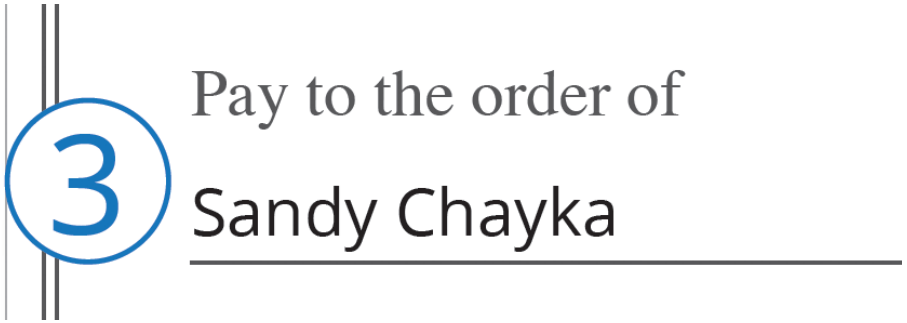
1. **Who is this cheque from?** This is the name of the person or company paying you.



2. **What is the date on the cheque?** This is the date when the company wrote your cheque.

Reading a cheque

3 **Who is the cheque for?** If the cheque is for you, you will see your name here.

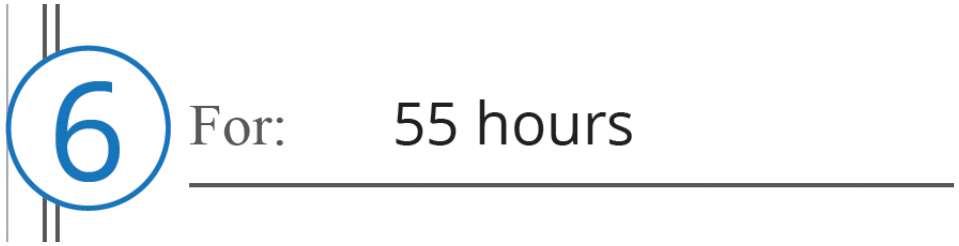


4 **How much is the cheque paying (in numbers)?** This is the amount that you're getting paid, written in numbers.

Reading a cheque

5 **How much is the cheque paying (in words)?** This is the amount that you're getting paid, written in words.

6 **What is the cheque paying for?** This note says what you're getting paid for.



Reading a cheque

7 **Did someone sign the cheque?** The person who writes your cheque has to sign it here.

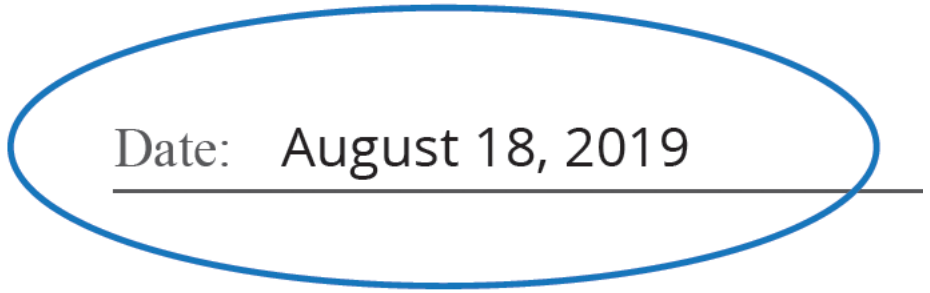
Depositing a cheque

p.7-8

Here are some ways to deposit your cheque into your bank account:

- Deposit your cheque at an Automated Teller Machine (ATM)
- Visit your bank and ask a customer service representative to deposit your cheque

When you want to deposit a cheque, look at the date in the top right corner. You can't deposit your cheque until that date.



Word hunt: Reading your pay stub

p. 9

Can you find these words on the pay stub?

- **Gross pay**
  (Hint: it's on there three times!)
- **Tax**
- **CPP**
- **Pay Period**
  (Hint: it's on there two times!)

Book World, Inc
P.O. Box 3750
Foam Lake, SK
S1S 1S1

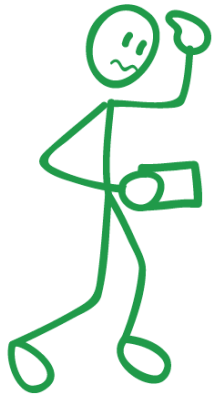
Employee Name: Sandy Chayka
Pay Period Start: March 4, 2020
Pay Period End: March 18, 2020
Pay date: March 18, 2020
Net pay YTD: $3,041.38

Gross pay: $770.00
Deductions: ($147.02)
Net pay: $622.98

Earnings				Deductions		
Hours	**Rate**	**Gross pay**	**Gross pay YTD**	**Type**	**Amount**	**YTD**
55	$14.00	$770.00	$3,850.00	Tax	$101.49	$558.20
				CPP	$33.36	$183.48
				EI	$12.17	$66.94
				Total Deductions	$147.02	$808.62

ABC LifeLiteracyCanada

Money Matters



How to read your pay stub

Your pay stub tells you three important things:

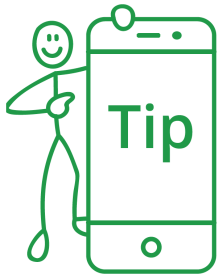
- **Gross pay**
- **Deductions**
- **Net pay**

Book World, Inc
P.O. Box 3750
Foam Lake, SK
S1S 1S1

Employee Name: Sandy Chayka
Pay Period Start: March 4, 2020
Pay Period End: March 18, 2020
Pay date: March 18, 2020
Net pay YTD: $3,041.38

Gross pay: $770.00
Deductions: ($147.02)
Net pay: $622.98

Earnings				Deductions		
Hours	**Rate**	**Gross pay**	**Gross pay YTD**	**Type**	**Amount**	**YTD**
55	$14.00	$770.00	$3,850.00	Tax	$101.49	$558.20
				CPP	$33.36	$183.48
				EI	$12.17	$66.94
				Total Deductions	$147.02	$808.62



You can figure out your net pay like this:

Gross pay – deductions = net pay

Deductions

p.11-12

Sandy reads her pay stub, and sees that some of her money went to deductions.

What are deductions for?

Tax

CPP

EI

Deductions		
Type	**Amount**	**YTD**
Tax	$101.49	$558.20
CPP	$33.36	$183.48
EI	$12.17	$66.94
Total Deductions	$147.02	$808.62

Let's practice

p.13-14

Can you help Sandy read her pay stub now?

Book World, Inc
P.O. Box 3750
Foam Lake, SK
S1S 1S1

Employee Name: Sandy Chayka
Pay Period Start: March 4, 2020
Pay Period End: March 18, 2020
Pay date: March 18, 2020
Net pay YTD: $3,041.38

Gross pay: $770.00
Deductions: ($147.02)
Net pay: $622.98

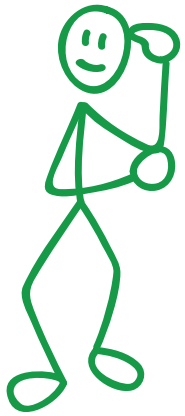
Earnings				Deductions		
Hours	**Rate**	**Gross pay**	**Gross pay YTD**	**Type**	**Amount**	**YTD**
55	$14.00	$770.00	$3,850.00	Tax	$101.49	$558.20
				CPP	$33.36	$183.48
				EI	$12.17	$66.94
				Total Deductions	$147.02	$808.62

ABC LifeLiteracyCanada

Money Matters

Understanding your paycheque

p.15

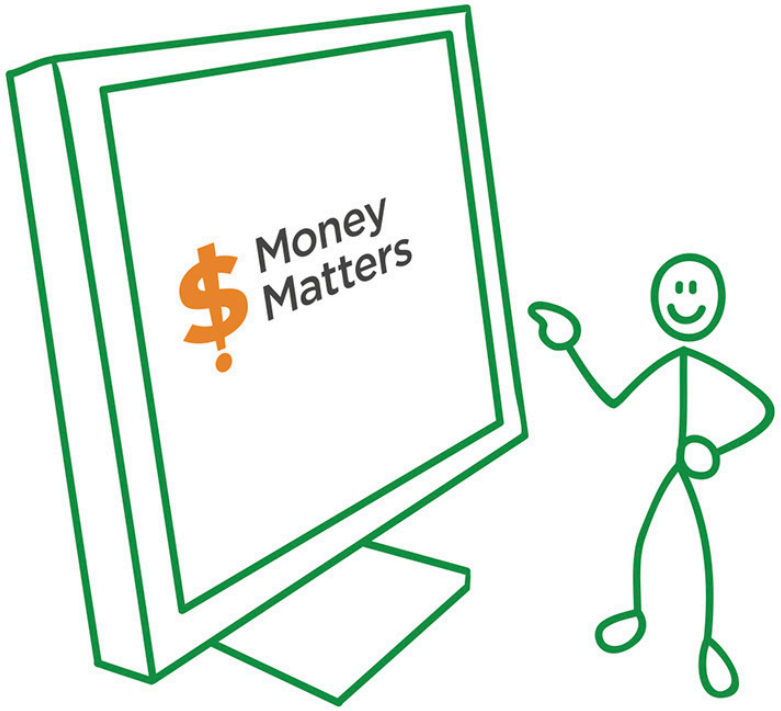


Today we learned about

- How to understand your paycheque and pay stub
- Why money comes out of your paycheque
- How to tell how much money comes out of your paycheque

Remember

Your pay stub might look different than the ones in this workbook. If you have trouble understanding your pay stub, ask your supervisor or someone you trust to help.



Thank you for participating in *Money Matters for People with Diverse Abilities!*

ABC LifeLiteracyCanada

Money Matters