**Peak’s Staff Pay Days for 2019**

Legend: CPP = Canada Pension Plan; EI = Employment Insurance; ITX = Income Tax (required by Revenue Canada)

SF = Social Fund (Conditions of Employment); deduction begins first month after commencing employment

GB = Group Benefits (Conditions of Employment); deductions begin after probation is completed

EAP = Employee Assistance Program (Optional) for employees not enrolled in Group Benefits; deduction begins first month after commencing employment

SS = Secret Santa (Optional); deductions begin after probation is completed

GR = Group RSP (Optional); RSP is offered after 3 years of employment; deductions begin after enrollment for RSP

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| **Pay Day** | **Pay Will Include** | **Payroll Deductions** |
| January 9 | * December 17-30
 | CPP, EI, ITX, EAP, GR, SS |
| January 23 | * Wages for December 31/18 – January 13/19
* Payout of December mileage/expenses
 | CPP, EI, ITX |
| February 6 | * Wages for January 14-27
 | CPP, EI, ITX, GB, GR, SS |
| February 20 | * Wages for January 28 – February 10
* Payout of January mileage/expenses
 | CPP, EI, ITX |
| March 6 | * Wages for February 11-24
 | CPP, EI, ITX, GB, SF, GR, SS |
| March 20 | * Wages for February 25 – March 10
* Payout of February mileage/expenses
 | CPP, EI, ITX |
| April 3 | * Wages for March 11-24
 | CPP, EI, ITX, GB, SF, EAP, GR, SS |
| April 17 | * Wages for March 25 – April 7
* Payout of March mileage/expenses
 | CPP, EI, ITX |
| May 1 | * Wages for April 8-21
 | CPP, EI, ITX, GB, SF, EAP, GR, SS |
| May 15 | * Wages for April 22 – May 5
 | CPP, EI, ITX |
| May 29 | * Wages for May 6-19
* Payout of April mileage/expenses
 | CPP, EI, ITX |
| June 12 | * Wages for May 20 – June 2
 | CPP, EI, ITX, GB, SF, EAP, GR, SS |
| June 26 | * Wages for June 3 - 16
* Payout of May mileage/expenses
 | CPP, EI, ITX |
| July 10 | * Wages for June 17-30
 | CPP, EI, ITX, GB, SF, EAP, GR, SS |
| July 24 | * Wages for July 1-14
* Payout of June mileage/expenses
 | CPP, EI, ITX |
| August 7 | * Wages for July 15-28
 | CPP, EI, ITX, GB, SF, EAP, GR, SS |
| August 21 | * Wages for July 29 – August 11
* Payout of July mileage/expenses
 | CPP, EI, ITX |
| September 4 | * Wages for August 12-25
 | CPP, EI, ITX, GB, SF, EAP, GR, SS |
| September 18 | * Wages for August 26 – September 8
* Payout of August mileage/expenses
 | CPP, EI, ITX |
| October 2 | * Wages for September 9-22
 | CPP, EI, ITX, GB, SF, EAP, GR, SS |
| October 16 | * Wages for September 23 – October 6
 | CPP, EI, ITX |
| October 30 | * Wages for October 7-20
* Payout of September mileage/expenses
 | CPP, EI, ITX  |
| November 13 | * Wages for October 21 – November 3
 | CPP, EI, ITX GB, SF, EAP, GR, SS |
| November 27 | * Wages for November 4-17
* Payout of October mileage/expenses
 | CPP, EI, ITX |
| December 11 | * Wages for November 18 – December 1
 | CPP, EI, ITX, GB, SF, EAP, GR, SS |
| December 25 | * Wages for December 2-15
* Payout of November mileage/expenses
 | CPP, EI, ITX |
| January 8, 2020 | * Wages for December 16-29
 | CPP, EI, ITX, GB, SF, EAP, GR, SS |