

Department of Labour and Advanced Education
 March 24, 2016

Current Language/Requirement (Not aligned with NB and PEI)	Proposed Language/Requirement (Aligned with NB and PEI)	Explanation
Age	Date of Birth	Added clarity
Not currently required	SIN	Currently required by CRA
Last known residential address	Address	Added simplicity and clarity
Pay	<ul style="list-style-type: none"> • Net pay for each pay period • General Holiday Pay • Gross earnings for each pay period • Amount and reason for each deduction from gross earnings 	This particular area is currently vague in the Code. The lack of clarity has resulted in issues for both employers and employees. The proposal clarifies what is currently required.
Record of all pay employee paid	Deleted	Not needed due to clarification of "Pay".
General Holiday Pay (currently required but not specifically noted)	Clarified under "Pay"	Current language is vague, employers are currently uncertain what kind of information is required under 'pay'.
Gross earnings (currently required but not specifically noted)	Clarified under "Pay"	
Amount and reason for each deduction (currently required but not specifically noted)	Clarified under "Pay"	
Wage rate	Wage rate for each pay period	Current language is vague; proposed language clarifies what is currently required.
Hours of work	Hours of work each day and each week	Current language is vague; proposed language clarifies what is currently required.
Leaves of absence	Leaves of absence, date, reason, relating documents/certificates	Current language is vague, proposed language clarifies what is currently required.
Sex	Deleted	Unnecessary
Not expressly noted (permitted by policy)	Employer may provide electronic pay statement if employee has confidential access to pay statement through the workplace and a means of making a paper copy.	Many employers currently provide electronic pay statements; this clarifies their ability to do this.