	<b>SALARY ADMINISTRATION</b>	<b>Human Resource Manual</b>
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## **DEDUCTIONS FROM PAY**

### **PURPOSE**


1. The Government may make deductions from an employee's pay.

### **APPLICATION**

2. These guidelines and procedures apply to all employees.

### **PROVISIONS**


3. An employee is required to pay and the Government is obligated to make mandatory deductions from an eligible employee's pay, at prescribed rates, premiums and amounts for the following:
  - Superannuation (Superann)
  - Supplementary Death Benefits (SDB)
  - Canada Pension Plan (CPP)
  - Employment Insurance (EI)
  - Disability Insurance (DI)
  - Long Term Disability Insurance (LTD)
  - Income Taxes
  - Employee Association Dues
  - Staff Accommodation Rent
  - Court-Ordered Payments
  
4. The Government may make optional deductions from the employee's pay for the following:
  - Public Service Health Care Plan (PSHCP)
  - Public Service Management Insurance Plan (PSMIP)
  - parking charges
  - Canada Payroll Savings
  
5. Pay and Benefits Officers review the pay and benefits information with each new employee. Mandatory and optional deductions at prescribed rates, premiums and amounts are processed to enrol staff in the various plans and to begin payroll deductions.

	
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6. For optional benefit deductions, Payroll is notified in one of the following ways:
  - (1) direct application by the employee to Payroll for the Payroll Savings Plan.
  - (2) application by the employee, through Human Resource Section staff in the employees' department. for
    - Public Service Health Care Plan (PSHCP)
    - Public Service Management Insurance Plan (PSMIP)
    - Lease-to-Purchase of Government-owned accommodation
  - (3) application by the employee, through the proper department, board or agency, to Compensation and Benefits for other deductions authorized from time to time.
7. Upon receipt of such duly authorized applications, Payroll makes deductions at prescribed rates, premiums, or amounts.
8. Deductions from salary to recover overpayments per pay period cannot exceed 10% of gross earnings for NEU, and NTA employees.

#### **AUTHORITIES AND REFERENCES**

9. *Superannuation Act*
10. *Federal Income Tax Act*
11. *Employment Insurance Act*
12. *Canada Pension Plan Act*
13. *Financial Administration Act*
14. *Main Collective Agreement with NEU*  
Article 24
15. *Collective Agreement with NTA*  
Article A1.10(1)

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## **CONTACTS**

16. For further information or clarification, please contact:

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