

British Columbia  
Maritime Employers  
Association

*Serving the ports of British Columbia*

500 - 349 Railway Street, Vancouver, B.C. V6A 1A4 • Web Site: [www.bcmea.com](http://www.bcmea.com) • Tel (604) 688-1155 • Fax (604) 684-2397

In June 2011 MDC Vancouver will no longer be processing the payroll as these services will be transitioned to ADP Canada. **The final MDC Vancouver payroll will be for pay week ending June 11, 2011. The first ADP payroll will be for pay week ending June 18, 2011.** There will be some minor changes as documented below.

#### Receiving your Pay:

- There will be no change in how you receive your pay. If you receive a cheque, you will continue to receive a cheque, if you receive a direct deposit, you will continue to receive a direct deposit.
- There is no need to re-file any information. All current information will be used in the initial processing with ADP.
- The presentation of the pay statements/pay cheques will look different however all the information contained in the current MDC format will be provided in the new ADP format (sample attached).
- Pay cheque distribution will be the same for all payroll types. I.e. if you receive Direct Deposit for your weekly pay, your vacation pay will also be Direct Deposit.
- For Local 500 only: Pay cheques will continue to be available at the Vancouver Dispatch hall on Thursdays and Fridays only.

#### Bonus Features

- Employees will have the option to go online to view their pay information via an ADP secure website. This ADP site will also allow employees to print old ADP pay statements as well as print 2011 and further year T4's. Web access is <https://totalaccess.adp.ca>.
- A new option being made available to employees will be the ability to split your Direct Deposit pay between two bank accounts.

#### Payroll Options Form:

- There is a new Payroll Options form (see attached). Any new changes need to be communicated to ADP using this new standardized form.

#### Pay Advances for Shortages:

- There will be a similar process to the one that exists now.
- All requests for advances must be made through ADP and they will continue to be accepted for any shortages of pay of over 4 hours. For those individuals on Direct Deposit, if notified the day before ADP will be able to provide the advance on the next business day. For example, if ADP is informed of the advance by 5PM PST on Thursday, the advance will be deposited on Friday for those who bank with a major bank.
- Those banking with credit unions may possibly receive their advances later due to the additional time some credit unions require to clear deposits. For individuals receiving a cheque, advances will be available on a best efforts basis.
- Any physical cheque (to be issued by BCMEA) will be available for pickup at the dispatch hall.

#### Pay Enquiries

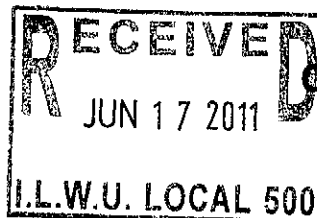
- There will be no local Pay office however the waterfront will have a dedicated ADP team.
- For all Payroll inquiries please contact the ADP Pay Office Monday to Friday 5AM to 5PM PST:

**Telephone 1-888-207-0727**

**Fax 1-877-362-9678**

**Email**

**[Canada\\_BCMEA@adp.com](mailto:Canada_BCMEA@adp.com)**





BC MARITIME EMPLOYERS ASSOCIATION  
4720 KINGSWAY, 18TH FLOOR, BURNABY, BC V5H 4N2

Employee Number

LUA VA

### STATEMENT OF EARNINGS AND DEDUCTIONS

Pay date

PAYMENT DATE: 20110509

Y/A M/M D/J

PAY END DATE: 20110409

Y/A M/M D/J

Pay week ending date

OCCUPATION:

Employee Name

DEDN. DEP. ACCT:

EMPL./PAYEE ID.: V10E2

NO. PAY PER.: 15 OF 52

Tax Week # processed

EARNINGS	DATE YMMDD	RATE	CURRENT HRS/UNITS	CURRENT AMOUNT	YTD HRS/UNITS	YTD AMOUNT
REGULAR	10403	55.7200	0.50	27.86	0.00	0.00
REGULAR	10403	55.7200	8.00	445.76	0.00	0.00
REGULAR	10404	43.4800	8.00	347.84	0.00	0.00
REGULAR	10406	43.4800	8.00	347.84	0.00	0.00
REGULAR	10407	65.2200	8.00	521.76	0.00	0.00
REGULAR	10408	65.2200	8.00	521.76	0.00	0.00
REGULAR	10409	55.2200	8.00	441.76	48.50	2654.58
TAX BEN				45.00	0.00	675.00
BCMEAYTD				0.00	664.50	39742.38
TOTAL EARNINGS				2699.58		43071.96
LESS TAXABLE BENEFITS				45.00		675.00
TOTAL GROSS				2654.58		42396.96
DEDUCTIONS						
GOVT PEN		130.30	2082.09		47.25	754.66
FEDL TAX		1173.48	14219.56		0.00	702.00
WLFARE L		55.78	55.78			
TOTAL DEDUCTIONS				1406.81		17814.09
NET PAY				1247.77		

TIME CARD DETAIL					
DATE	IN	OUT	IN	OUT	TOTAL
DAY 04/03	CMP-006		WESTERN	STEVE	00.50
DAY 04/03	CMP-006		WESTERN	STEVE	08.00
DAY 04/04	CMP-002		TSI		08.00
DAY 04/06	CMP-009		FRASER	SURREY	08.00
DAY 04/07	CMP-075		DPWORLD	STEVE	08.00
DAY 04/08	CMP-075		DPWORLD	STEVE	08.00
DAY 04/09	CMP-002		TSI		08.00

OTHER	CURRENT	YTD
TAX YTD HR/\$	713.00	42396.96
CONTYTD HR/\$	666.00	39683.12
YTD TAX	0.00	14219.56
YTD CPP	0.00	2082.09
YTD EI	0.00	754.66

Hours worked at different rates by date

Your Gross Pay this week 2654.58

Tax YTD hours brought forward from MDC payroll

Tax YTD earnings brought forward from MDC payroll

Your total deductions this week 1406.81

Your Net Pay this week 1247.77

Dates and Hours worked by Company. Disregard the "In" and "Out" column headings

ON BEHALF OF BC MARITIME EMPLOYERS ASSOCIATION  
4720 KINGSWAY, 18TH FLOOR, BURNABY, BC V5H 4N2

95032457

ROYAL BANK  
TORONTO, ONT.

LUA VA



DATE: 20110509  
Y/A M/M D/J

PAY TO THE ORDER OF

Employee Number: 00000283  
 CONFIDENTIAL  
 V10E ZY  
 283  
 00000313  
 Employee Name & Address

\*\*\* 1247.77

ADP Canada Co.  
*[Signature]*  
PRESIDENT

⑈95032457⑈ ⑆00002003⑆ 212485177440⑈