

CONSEQUENTLY, the parties agree on the following:

1 - INTERPRETATION CLAUSE

1.1 Definitions

In this agreement, unless the context suggests a different meaning, we mean by:

1.1.1 Act

“Act”: the Act respecting collective agreement decrees (R.S.Q., c. D-2);

1.1.2 Parity Committee

“Parity Committee”: the Parity Committee duly constituted under the Act, and a party of this agreement;

1.1.3 Decree

“Decree”: the decree adopted under the Act and monitored by the Parity Committee, who also ensures its observance;

1.1.4 Regulation

“Regulation”: the regulation, approved under the Act by the government, rendering the transmission of the monthly report to the CPA mandatory;

1.1.5 Employer

“Employer”: The Employer, a party of this agreement, governed by the Act and Decree, bound under regulation to transmit a monthly report to the Parity Committee;

1.1.6 Standard form

“Standard form”: the monthly report form rendered mandatory under the regulation elaborated by the Parity Committee, for which a copy is enclosed in Annex “A” of this agreement, and including occasional modifications made by the Parity Committee;

1.1.7 Online monthly report

“Online monthly report”: the monthly report, electronically transmitted to the Parity Committee, and including the same information as the standard monthly report form;

1.1.8 User ID

“User ID”: user identification consisting of a unique sequence of alphanumeric characters, and attributed to a user (Employer) by the Parity Committee for the purpose of uniquely identifying such a user;

1.1.9 Password

“Password”: piece of authentication consisting of a character string or secret “code” chosen by the user (Employer), which must be entered when accessing the Parity Committee’s Web site for a transaction, notably for the transmission of the online monthly report.

1.2 Preamble

The preamble is an integral part of this agreement.

1.3 Headlines and Captions

The headlines and captions of this agreement are included solely for reference purposes, in order to facilitate consultation.

1.4 Applicable Laws

The parties acknowledge and accept that, notwithstanding the place of signature of this agreement, it is governed by the laws of Québec and is deemed concluded in the judicial district of Montréal.

2 - REGISTRATION

Before submitting an online monthly report to the Parity Committee through its Web site (www.cpamontreal.ca), the Employer must first register with the Parity Committee and provide a valid email address. The Parity Committee will use this address to send confirmation of receipt of the report, reminders and error messages generated by the system while processing the online monthly report.

3 - PRESENTATION AND FORMATTING

The online monthly report must include the same information as the standard monthly report. When printed on paper support, the online monthly report must be formatted exactly as the standard monthly report.

4 - CONTENT

The online monthly report must include all of the information required by the Act, the Decree, and the regulation. Specific instructions on this matter are provided in Annex "B" of this agreement (Instruction Manual, Electronic Transmission of the Online Monthly Report).

5 - ACCURACY OF THE INFORMATION

The Employer duly acknowledges that the information included in the online monthly report submitted to the Parity Committee truly accounts for the situation prevailing in his current activities, and he specifically acknowledges that he could eventually be found liable for any inaccuracy, false information or omission, whether the actual transmission of the report was done by himself or by one of his authorized agents (for example: employee, accounting firm, payroll services firm).

The Employer duly acknowledges that any online monthly report, submitted to the Parity Committee by himself or by one of his authorized agents, that does not comply with any of the guidelines provided in this agreement (including its annexes) will be considered null and void by the Parity Committee and, therefore, the Employer will have to replace it by completing a new monthly report using the standard form.

6 - VALIDITY OF THE ELECTRONIC TRANSMISSION

The Employer must accept that an online monthly report, whether its actual transmission to the Parity Committee is done by him or by one of his authorized agents, holds the same value as the standard monthly report form, manually completed and signed by the Employer himself or by a responsible person at his establishment, in compliance with the regulation (Annex "C") with due notice to the Parity Committee and with the completion and signature of an authorization (Annex "D").

The online monthly report must be transmitted to the Parity Committee on or before the 15th day of the month following the reference period. If, for any reason, the Employer cannot comply with this rule, he must then submit a manually completed monthly report form to the Parity Committee, while still ensuring to meet the deadline.

The levy must be received by the Parity Committee on or before the 15th of the month following the period covered by the report. It should be sent by mail or directly on-line.

7 - CONFIDENTIALITY OF THE USER ID AND PASSWORD

Any Employer in possession of a user ID is responsible for the confidentiality of both his user ID and password, which are reserved exclusively for his own use.

The Employer is liable for any action resulting from the use of his user ID and password from the moment they are assigned to him, when signing this agreement, until he informs the Parity Committee about any unauthorized use of the above mentioned user ID and password.

The Employer is responsible for immediately informing the Parity Committee about any unauthorized use of his user ID and password, or about any attempt at breaking system access security. He is also responsible for taking every possible measure to ensure the safe and secure use of this online service. Additionally, the Employer may change his password after obtaining authorization from the Parity Committee.

The Parity Committee cannot be held responsible for any loss or damage resulting from non-compliance with any of the guidelines provided in this section.

8 - MODIFICATION OF THE STANDARD FORM AND/OR ONLINE MONTHLY REPORT FORM

The Parity Committee reserves the right to modify the standard form and/or the online monthly report; it will inform the Employer about any changes, who will then be responsible for taking them into consideration.

9 - PRINTING OF THE ONLINE MONTHLY REPORT

The Employer must keep a printed copy of every online monthly report transmitted to the Parity Committee. Each copy should be kept at the establishment or head office, for a period of at five (5) years. The formatting and presentation of copies must be identical to those of the standard form.

10 - CANCELLATION

The Parity Committee reserves the right to cancel this agreement if the Employer fails to comply with it. The latter will then be notified in writing.

11 - EFFECTIVE DATE

This agreement becomes effective immediately after both parties have signed it. Henceforth, the Employer must transmit the online monthly report, in due time, each and every month. The Employer may ask an authorized agent to transmit the report. The Employer must also send his payment for the amount provided for in sub-section i) of section 22 of the Act, and in the regulation concerning the levy from le Comité paritaire de l'industrie des services automobiles de la région de Montréal (*the Parity committee of the automotive services industry in the Montréal region*) and district, by using one of these two methods: directly on-line by selecting one of the participating financial institutions or by mail appending the "Remittance slip"; a copy of this form, which could be occasionally modified by the Parity Committee, is provided in Annex "E" of this agreement.

IN WITNESS WHEREOF, THE PARTIES HAVE SIGNED

DATE: _____

DATE: _____

THE PARITY COMMITTEE

ANNEX « A »

STANDARD FORM



Le Comité paritaire de l'industrie des services automobiles de la région de Montréal
The Parity committee of the automotive services industry in the Montréal region
509, rue Bélanger
Montréal (Québec) H5S 1G5
Tél.: 514 288-3003 Téléc.: 514 288-2984

RAPPORT MENSUEL - MONTHLY REPORT

(VOIR INSTRUCTIONS GÉNÉRALES AU VERSO)
(SEE GENERAL INSTRUCTIONS ON BACK)

EN VERTU DE LA LOI SUR LES DÉCRETS DE CONVENTION COLLECTIVE, VOUS ÊTES TENUS DE GARDER DANS VOTRE ÉTABLISSEMENT COPIE DE CE RAPPORT POUR LES FINS DE VÉRIFICATION DES INSPECTEURS DU COMITÉ.

UNDER THE ACT RESPECTING COLLECTIVE AGREEMENT DECREES YOU MUST KEEP A COPY OF THIS REPORT IN YOUR ESTABLISHMENT FOR THE PURPOSE OF VERIFICATION BY THE INSPECTORS OF THE COMMITTEE.

ANNÉE YEAR: 11

MOIS MONTH: 2

N° ÉTABLISSEMENT ESTABLISHMENT NO: 2

PAGE 05

TOUT CHANGEMENT AU DOSSIER PERMANENT D'UN SALARIÉ DOIT ÊTRE NOTÉ DANS LES ESPACES BLANCS APPROPRIÉS ANY CHANGE TO THE PERMANENT FILE OF AN EMPLOYEE MUST BE INDICATED IN THE APPROPRIATE BLANK SPACES	PÉRIODE PERMANENTE PERIOD PERMANENT	TAUX HORAIRE HOURS PER HOUR	PRIME D'OCCUPÉ OCCUPANCY PREMIUM	HEURES DE TRAVAIL - WORKING HOURS							AUTRES GAINS - OTHER WAGES			PAGE	05		
				JOUR FÉRIÉ HOLIDAY	NORMALISE RÉGULIER REGULAR	NORMALISÉ ANNUEL ANNUAL	PLUS PLUS	TOTAL DES HEURES TOTAL HOURS	1 - ALLOCATION - ALLOCATION	2 - BONS BONUS	3 - COMMISSION COMMISSION	4 - GAINS GAINS	5 - AUTRES AUTRES			TOTAL DES GAINS TOTAL GAINS	
NO ASS. SOC. - SOC. INS. NO. 4 USAGE DU COMITÉ - FOR COMMITTEE USED 5 SEXE - SEX 6 CORRESP. 7 ARTISAN 8	22	MO	J0	\$	24	25	26	27	28	29	30	\$	\$	\$	\$	\$	TOTAL DES GAINS DU MOIS TOTAL WAGES FOR THE MONTH
NOM - SURNAME 15 PRÉNOM - GIVEN NAME 17 DATE DE DÉPART - DEPART DATE 14																	
ADRESSE - ADDRESS 13 DATE D'ÉMISSION - ISSUE DATE 21																	
VILLE - MUNICIPALITY 16 CODE POSTAL - POST CODE 17 TÉLÉPHONE - PHONE 18																	
N° CARTE COMPÉTENCE COMPETENCY CARD NO. 19 MÉTIER - TRADE 20 DATE D'ÉMISSION - DATE ISSUED 21																	
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VILLE - MUNICIPALITY 16 CODE POSTAL - POST CODE 17 TÉLÉPHONE - PHONE 18																	
N° CARTE COMPÉTENCE COMPETENCY CARD NO. 19 MÉTIER - TRADE 20 DATE D'ÉMISSION - DATE ISSUED 21																	

À L'USAGE DU COMITÉ SEULEMENT - FOR COMMITTEE USE ONLY

TRAITEMENT GAUCHE		CHÈQUE		RÉPARTITION		CONTRÔLE	
INT.	DATE	ÉTABLISSEMENT	\$	EMPLOYEURS	\$	INT.	FELIUF DE CASSÉ NO
				DÉBIT - CRÉDIT	\$		DATE DE RÉCEPTION
INT.	DATE	EMPLOYEUR	\$	AUTRES	\$		REÇU PAR
				TOTAL	\$		

MESSAGE IMPORTANT MESSAGE

NOM ET ADRESSE DE L'EMPLOYEUR - NAME AND ADDRESS OF THE EMPLOYER

GETTE PARTIE DOIT ÊTRE REMPLIE PAR L'EMPLOYEUR - THIS PART MUST BE COMPLETED BY EMPLOYER

RÉPARTITION DES PRÉLEVEMENTS - LEVYS DISTRIBUTION

PRÉLEVEMENTS SALARIAUX - COLL. AMEN EMPLOYEES	38	\$	
%		\$	
PART EMPLOYEUR - EMPLOYER CONTRIBUTION	39	\$	TOTAL
%		\$	
ARTISAN	37	\$	MONMANT DU CHÈQUE INCLUS - CHECK AMOUNT INCLUDED
\$		\$	

ET SIGNATURE AUTORISÉE - AUTHORIZED SIGNATURE 40 | A/Y | M/Y | J0

41 LE RAPPORT MENSUEL DOIT ÊTRE COMPLÉTÉ, DATED, SIGNED ET RETOURNÉ AU COMITÉ ACCOMPAGNÉ DU MONTANT DU PRÉLEVEMENT AVANT LE DÉBUT DE LA PÉRIODE DE TRAVAIL. / THE MONTHLY REPORT IS TO BE COMPLETED, DATED AND RETURNED TO THE COMMITTEE ACCOMPANIED BY THE AMOUNT OF THE LEVY BEFORE THE PERIOD OF WORK BEGINS.

42 TOUS LES SALARIÉS QUI ONT TRAVAILLÉ AU COURS DE LA PÉRIODE MENSUELLE DOIVENT APPRÉHENDER SUR CE RAPPORT ET LES RENSEIGNEMENTS INCLUS SONT CERTAINES CONFORMES QUANT AU NOMBRE D'HEURES, LA CLASSIFICATION ET LE MONTANT TOTAL DES SALAIRES FIXES, POURCENTAGE, ALLOCATION, COMMISSION OU BONUS FIXES À CHAQUE SALARIÉ. / ALL EMPLOYEES WHO WORKED DURING THE PERIOD REFERRED TO MUST APPEAR ON THIS REPORT AND THE INCLUDED INFORMATION CORRESPOND TO BE TRUE AS TO THE NUMBER OF HOURS, THE CLASSIFICATION AND THE TOTAL AMOUNT OF FIXED SALARIES, PERCENTAGE, ALLOWANCE, COMMISSION OR BONUS PAID TO EACH EMPLOYEE.

COPIE À RETOURNER
RETURN THIS COPY

43 NO DE TÉL. - PHONE NO.

Instruction Manual



Electronic Transmission of the Online Monthly Report

***October 2005
Version 1.1***

THE PARITY COMMITTEE OF THE AUTOMOTIVE SERVICES INDUSTRY IN THE MONTRÉAL REGION

300 Léo-Pariseau Street, Suite 1400, Montréal, Québec H2X 4C3
Telephone: 514-288-3003 Fax: 514-288-2984
www.cpamontreal.ca

CONTENTS

How to access your file?	3
Employees	5
Active employees list	5
Inactive employees list	5
How to consult the file of an active or inactive employee?	5
How to modify an employee's file?	6
How to create a new employee's file?	8
Should you modify or create your employees files before generating your online monthly report?	8
Managing the online monthly report	9
How to create an online monthly report?	9
How to fill-in a monthly report?	11
Period Ending	11
Wage per Hour	11
Shift Premium	12
Working hours	12
Other Wages	13
Note	13
Total Hours, Total Wages for the Week, Total Wages for the Month and Levy	15
What to do if the Total Wages for the Month calculated by the system don't match those of my payroll register?	16
How to fill-in the monthly report for an artisan?	17
How to use the search text box?	17
How to send your report to the CPA Montréal?	18
How to pay your dues?	20
By cheque	20
Direct payment	21

How to access your file?

1. Go to the CPA Montréal Web site at the following address : www.cpamontreal.ca
2. Click on **ENGLISH**
3. Select **MONTHLY REPORT** and click on **Online monthly report** to get to the welcome page of the online monthly report.



4. Click on **Transmission of online monthly report** to get to the connection window.

Monthly report

[Overview](#) | [Standard monthly report](#) | [Computerized monthly report](#) | [Electronic monthly report](#) | [Online monthly report](#)

Online monthly report

The online monthly report is a completely secure and free service allowing employers, or a person duly authorized by an employer, to fill out the monthly report directly online, whether at the office or at home, at any time of the day, within the deadline (by the 15th of the month following the report period) prescribed by the CPA Montréal. Upon completing the report, employers simply transmit it over the Internet. The levies must be sent no later than 15 of the month by using one of these two methods: by mail or directly on-line on the website of the CPA Montréal by selecting one of the participating financial institutions.

Who can use this service?

All employers under the CPA Montréal's jurisdiction may use this service provided they have the minimum required specifications mentioned below.

How can an employer register for the service?

To register for the online monthly report service, employers must first ensure they have the **minimum required specifications**:

- Internet Explorer 6 or later or equivalent
- Screen resolution of at least 800 x 600 pixels
- A valid e-mail address
- An internet connection (high-speed recommended)
- The employer must have signed the [Agreement on the electronic transmission of online monthly reports](#) between the employer and the CPA Montréal, which will be submitted after the trial period

Employers are invited to consult the instruction manual [Electronic transmission of online monthly reports](#), which will explain how to produce online monthly reports.

To register for the service or obtain more information, please contact the Computer and Monthly Reports Management Department of the CPA Montréal at **514-288-3003**.

**Transmission of
online monthly report**

5. Enter your Username (number of your institution ex. 99999-999) and your Password, in lower-case characters, and click .



Identification requise
Please identify yourself

Utilisateur / User name :

Mot de passe / Password :

6. After you've clicked on , you will automatically be directed to the Terms of use window. Carefully read the terms and click on if you accept the terms as stated. By doing so you will be accessing the window for active employees. If you refuse you will not be able to send your online monthly report.

Your partner
for a skilled and
certified workforce

Online monthly reports

Terms of use

1. Accuracy of the information provided

I expressly acknowledge that an online monthly report submitted to the CPA Montréal that fails to comply with any of the guidelines provided by this document is considered null and void, and that, therefore, it must be replaced by completing a standard monthly report completed by hand.

2. Validity of the electronic transmission

I accept that an online monthly report has the same value as a standard monthly report completed manually and signed by myself or by another person that I have duly authorized by providing the CPA Montréal with the following information: name of the person, title, telephone number, and date at which that person becomes responsible for submitting reports.

3. Confidential nature of the user ID and password

I am responsible for immediately informing the CPA Montréal about any unauthorized use of my user ID and password, or about any attempt at breaching system access security. I am also responsible for taking every possible measure to ensure the secure use of this online service.

The CPA Montréal cannot be held responsible for any loss or damage resulting from non-compliance with any of the guidelines provided in this section.

Employees

Active employees list

When the file was created the data related to each of your active employees, those who didn't have a departure date at that moment, was transferred. Please note that the hourly rate was not transferred, meaning that you must indicate the hourly rate for each of your active employees before generating your first online monthly report.

Inactive employees list

In the inactive employees window you will find the employees who have a departure date.

How to consult the file of an active or inactive employee?

1. Click on **▶ Active employees list** or **▶ Inactive employees list** according to which section the file of the employee you want to modify is in.
2. Click on  to open the file of the selected employee.



3. Consult the file of the employee. To return to the Active employees list without saving the changes made, click on  .



How to modify an employee's file?

Once your employee file is created, you will be able to modify it in order to correct a mistake or simply to update the data.

1. Click on ▶ [Active employees list](#) or ▶ [Inactive employees list](#) according to which section the file of the employee you want to modify is in.
2. Click on  to open the file of the selected employee.



3. Make the necessary changes, then click on  to save the changes made and return to the Active employees list. If you do not click on this button you will lose all changes made. To return to Active employees list without saving the changes made, click on . In order to fill-in the *Departure Date*, *Trade Code* and *Hourly Rate* sections see instructions below.

EMPLOYEES :

- ▶ Active employees list
- ▶ Inactive employees list
- ▶ Create an employee

MONTHLY REPORTS :

- ▶ List of MRs sent
- ▶ Create a new MR

OTHER OPTIONS :

- ▶ Instructions
- ▶ Remittance slip (PDF)
- ▶ Disconnect

Surname : * POUDRIER

Given Name : * SERAPHIN

S. I. N. : * 999 999 999 (999 999 999)

Sex : Male Female

Language : French English

Artisan : Yes No

Date of Birth : * 1906-01-23 (YYYY-MM-DD)

Address : 2013 CHEMIN DE LA GARE

City : * SAINT-ADELE

Postal Code : * H2A 1J1

Home Telephone : (999 999-9999)

Cell Phone : (999 999-9999)

Hiring Date : * 2010-10-01 (YYYY-MM-DD)

Departure Date : (YYYY-MM-DD)

Trade Code : * 1001 ?

Hourly Rate : 23.0000 \$ (99.9999)

* indicates mandatory fields.

Departure Date

When you fill-in a date of departure in an employee's file, you must pay a departure sum that must be included in your online monthly report in the other wages section (Prior Departure Notice).

What to do in the case of a rehiring?

You must recreate your employee file with his or her new hiring date.

Trade Code

To help you code the occupation of your employee you can consult the List of trades by clicking  in your employee's file Trade :  . If you know the class or hours of experience of your employee you can enter the numerical code. If you only know the occupation you can enter the simplified code of only four characters.

Hourly Rate

You must enter the hourly rate for all your active employees before generating your online monthly report.

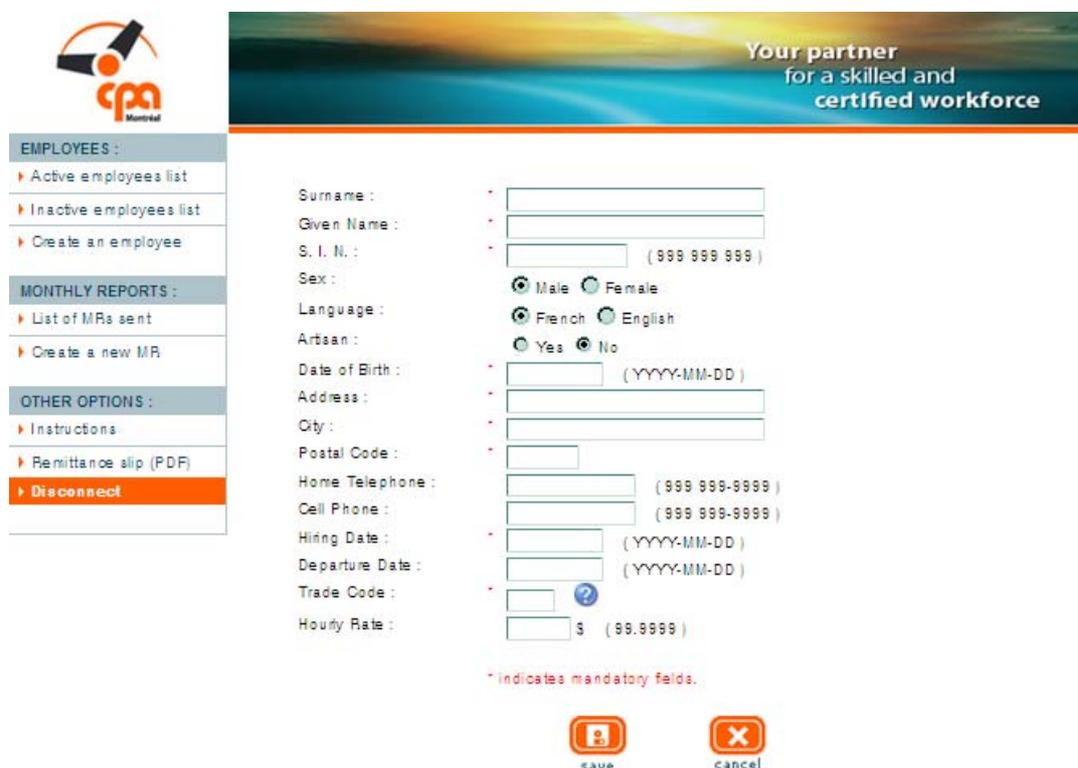
If your employee changes hourly rates permanently you must enter the necessary corrections directly into the employee's file and not in the online monthly report. This data will automatically be copied into your report.

However you do have the possibility to change the hourly rate directly in the online monthly report when it varies or is modified during the month. This action won't change the hourly rate indicated in the employee's file.

The Decree states a minimum hourly wage for all member trades. Hence, you must assure that your employees receive at least the wage mentioned in article 9.00.

How to create a new employee's file?

1. Click on  .
2. Enter the information on the employee in the corresponding fields. If the employee has a competency card we recommend you refer to it when creating the employee's file. The sections preceded by a red asterisk are mandatory and you will be unable to complete your request without them. To fill-in the *Departure Date*, *Trade Code* and *Hourly Rate* sections please refer to page 7.
3. Once you have filled-in the appropriate fields click on  to save the changes made and return to the Active employees list. If you do not click on this button you will lose all the data just entered.



cpa Montreal

Your partner for a skilled and certified workforce

EMPLOYEES :

- ▶ Active employees list
- ▶ Inactive employees list
- ▶ Create an employee

MONTHLY REPORTS :

- ▶ List of MRs sent
- ▶ Create a new MR

OTHER OPTIONS :

- ▶ Instructions
- ▶ Remittance slip (PDF)
- ▶ **Disconnect**

Surname : *

Given Name :

S. I. N. : * (999 999 999)

Sex : Male Female

Language : French English

Artisan : Yes No

Date of Birth : * (YYYY-MM-DD)

Address : *

City : *

Postal Code : *

Home Telephone : (999 999-9999)

Cell Phone : (999 999-9999)

Hiring Date : * (YYYY-MM-DD)

Departure Date : * (YYYY-MM-DD)

Trade Code : *

Hourly Rate : \$ (99.9999)

* indicates mandatory fields.

Should you modify or create your employees files before generating your online monthly report?

Yes, all modifications or creations must be made before producing your online monthly report.

Managing the online monthly report

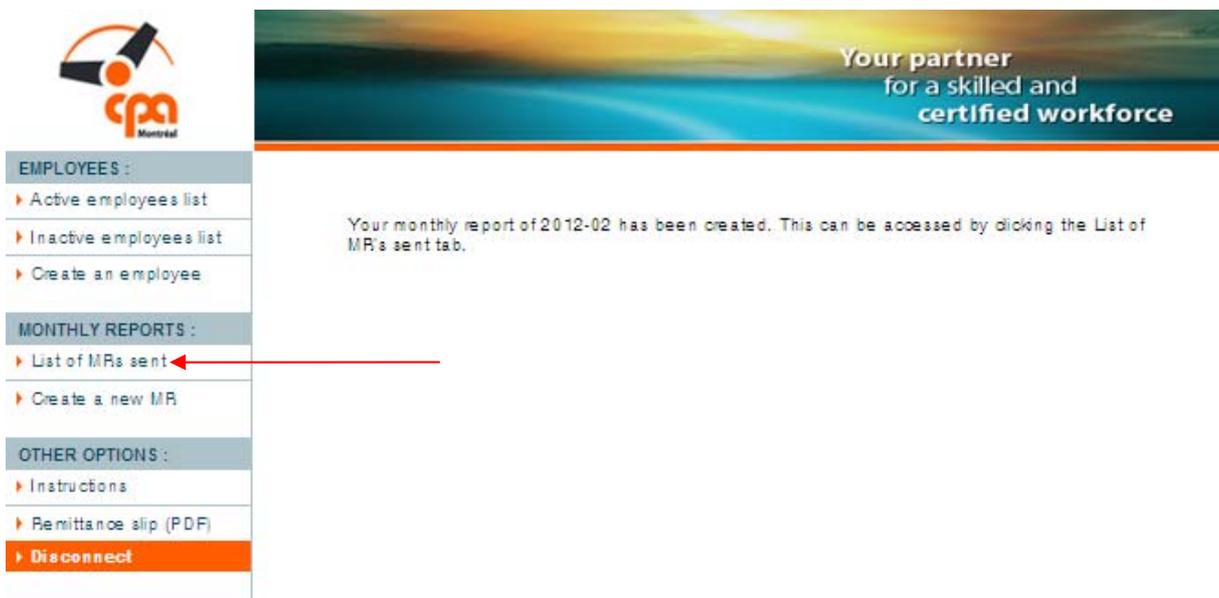
How to create an online monthly report?

1. Click on  .
2. Enter the year and month of the online monthly report you would like to generate and click on  .
3. Click on  if you have created all the new employees.

If you have not created all the new employees, click on  (cancel) and create the missing employees (please refer to *How to create a new employee's file*). You can then create your online monthly report by following Steps 1 to 4.



4. Click on  to go get the online monthly report.


 A screenshot of the CPA Montreal website interface. At the top left is the CPA Montreal logo. To the right is a banner with the text 'Your partner for a skilled and certified workforce'. Below the logo is a navigation menu with three sections: 'EMPLOYEES', 'MONTHLY REPORTS', and 'OTHER OPTIONS'. Under 'EMPLOYEES', there are links for 'Active employees list', 'Inactive employees list', and 'Create an employee'. Under 'MONTHLY REPORTS', there are links for 'List of MRs sent' (highlighted with a red arrow) and 'Create a new MR'. Under 'OTHER OPTIONS', there are links for 'Instructions', 'Remittance slip (PDF)', and 'Disconnect'. On the right side of the page, there is a message: 'Your monthly report of 2012-02 has been created. This can be accessed by clicking the List of MR's sent tab.'

Once you reach the Monthly Reports list, you can:

- Go to the first page of the selected monthly report by clicking on .
- Go directly to the levies chart on the last page of the selected report by clicking on . This action allows you to consult the chart without having to go through all the pages of the report.
- Delete the selected report by clicking on .

Once the monthly report has been sent to the CPA Montréal, a date will appear under the column Submitted on. You can also check the status of your monthly report which can be *Accepted* or *Rejected*. If your monthly report is rejected, you will receive an email that provides the reason of the rejection.



Your partner
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certified workforce

EMPLOYEES :

- ▶ Active employees list
- ▶ Inactive employees list
- ▶ Create an employee

MONTHLY REPORTS :

- ▶ List of MRs sent
- ▶ Create a new MR

OTHER OPTIONS :

- ▶ Instructions
- ▶ Remittance slip (PDF)
- ▶ Français
- ▶ Disconnect

Monthly Reports

Period	Submitted on			
2012-01	2012-03-05	Accepted	 %	
2011-12	2011-12-23	Accepted	 %	
2011-11	2011-12-15	Accepted	 %	
2011-09	2012-01-03	Rejected	 %	
2011-08	2011-10-03	Accepted	 %	
2011-07	2011-09-19	Accepted	 %	
2011-06	2012-01-04	Accepted	 %	
2011-05	2012-02-10	Accepted	 %	
2011-04	2012-02-10	Accepted	 %	

How to fill-in a monthly report?

1. Click on  [List of MRs sent](#) to get your online monthly report.
2. Click on  to open the online monthly report for the selected period.
3. Fill-in the appropriate fields, referring always to your payroll register. Read the next pages for further information on filling-in the online monthly report.

Employee :		BOISVERT, ALBERT						S. I. N. :		000 000 000				
Period Ending	Wage per Hour	Shift Premium	WORKING HOURS					OTHER WAGES				Total Wages		
			Holidays Hrs. Paid	Regular Day	Regular Night	Plus 60%	Total Hours	Hours Accumulated	A-Adjustment B-Bonus C-Commission D-Prior Departure Notice	H-Accumulated Hours Paid T-Flat Rate V-Vacations	Total Wages			
08-03	10.0000	\$	\$							A	\$	D	\$	\$
08-10	10.0000	\$	\$							A	\$	D	\$	\$
08-17	10.0000	\$	\$							A	\$	D	\$	\$
08-24	10.0000	\$	\$							A	\$	D	\$	\$
08-31	10.0000	\$	\$							A	\$	D	\$	\$
	10.0000	\$	\$							A	\$	D	\$	\$
Total wages for the month :												\$		
Note :												Levy :	0.00 \$	

Period Ending

When opening your file, the end period is automatically copied. Hence, you don't have to enter anything in this field. Please note however that if the period end is modified you must advise the CPA Montréal as soon as possible.

Wage per Hour

If you've entered the hourly rate in your employee's file it will automatically be copied to the monthly report. Hence, unless you want to enter different hourly rates within the same month you don't have to enter anything in this field.

Please note that if your employee changes hourly rates permanently, you must make the necessary corrections in the employee's file and not in the online monthly report.

Shift Premium

Enter the amount of the rate paid in night or shift premium when it applies.

Working hours

Holidays Hrs. Paid: enter the number of hours paid for non-working holidays. The system will multiply these hours by the Wage per Hour.

Regular Day: enter the number of hours worked day. The system will multiply these hours by the Wage per Hour.

Regular Night: enter the number of hours worked night. The system multiplies these hours by the Wage per Hour and adds the Shift Premium.

Plus 50 %: enter the number of hours worked overtime. The system multiplies these hours by 1.5 of the simple hourly rate. It does not take into consideration the Shift Premium, even if the employee worked these overtime hours during the night.

Hours Accumulated: enter the number of hours accumulated and not paid.

What to do if you pay your employees night overtime hours with 1.5 of the rate with the Shift Premium?

Although the Regular Night hours of the employee are multiplied by the hourly rate with the Shift Premium, the overtime hours are only multiplied by 1.5 of the hourly wage, the system does not take into consideration the Shift Premium.

Hence, if you pay the night overtime hours of your employees by 1.5 of the hourly wage plus the Shift Premium you must balance the Total earnings for the week to the amount that appears on your payroll register by putting the amount of the difference in Adjustment, Bonus or Commission.

Example

An employee worked 45 night hours. His hourly rate is \$15 and his Shift Premium is \$0.65. The amount showing in the payroll register of the employer is \$743.38.

$$40 \text{ hours} \times (\$15 + \$0.65) = \$626$$

$$5 \text{ hours} \times (\$15 + \$0.65) \times 1.5 = \$117.38$$

Total: \$743.38

The employer must fill-in his online monthly report as follows:

Period Ending	Wage per Hour	Shift Premium	WORKING HOURS						OTHER WAGES				Total Wages
			Holidays Hrs. Paid	Regular Day	Regular Night	Plus 50%	Total Hours	Hours Accumulated	A-Adjustment B-Bonus C-Commission D-Prior Departure Notice	H-Accumulated Hours Paid T-Flat Rate V-Vacations			
07-01	15	0.65			40.00	5.00	45.00		A	4.88	D		743.38

Other Wages

Enter the amounts paid for:

- A) adjustment
- B) bonus
- C) commission
- D) prior departure notice
- H) accumulated hours paid
- T) flat rate
(for more information see the following page)
- V) vacations

In front of each amount paid, enter the appropriate letter.

Note

This field allows you to declare specific information on the employee that can't be keyboarded somewhere else on the report. This field is optional.

What is a Flat Rate?

A Flat Rate is a lump sum paid to an employee on top of pay for his regular and overtime hours at his usual hourly wage.

This sum represents an incentive bonus.

The employer **must always pay the usual hourly wage of the employee, as well as regular and overtime hours worked and paid** before declaring and paying any Flat Rate.

For example, salary gained by an employee who worked 40 hours at \$18 an hour is \$720, this amount must never be considered a Flat Rate.

Example 1

An employee has worked 40 regular hours at an hourly rate of \$20. On top of his wages he received a Flat Rate of \$200.

The employer must fill-in his online monthly report as follows:

Period Ending	Wage per Hour	Shift Premium	WORKING HOURS						OTHER WAGES				Total Wages	
			Holidays Hrs. Paid	Regular Day	Regular Night	Plus 50%	Total Hours	Hours Accumulated	A-Adjustment B-Bonus C-Commission D-Prior Departure Notice	H-Accumulated Hours Paid T-Flat Rate V-Vacations				
07-01	20	\$		40.00			40.00		T	200.00	\$	D		1000.00

Example 2

An employee has worked 40 regular hours and 10 overtime hours paid according to his \$20 hourly rate. On top of his wages he received a Flat Rate of \$900.

The employer must fill-in the online monthly report as follows:

Period Ending	Wage per Hour	Shift Premium	WORKING HOURS						OTHER WAGES				Total Wages	
			Holidays Hrs. Paid	Regular Day	Regular Night	Plus 50%	Total Hours	Hours Accumulated	A-Adjustment B-Bonus C-Commission D-Prior Departure Notice	H-Accumulated Hours Paid T-Flat Rate V-Vacations				
07-01	20	\$		40.00		10.00	50.00		T	900.00	\$	D		2000.00

Total Hours, Total Wages for the Week, Total Wages for the Month and Levy

The system automatically calculates the Total Hours, the Total Wages for the Week, the Total Wages for the Month and the Levy when:

- You click on  next to the data related to each employee. **Please note that this button will calculate but will not save any data.**
- You click on  to save modifications made to the current page and go to the next page.
- You click on  to save modifications made to the current page and go to the previous page.
- You click on  to save modifications made and return to the list of monthly reports.
- You click on  to save modifications made to the current page and go to the levies chart of the monthly report.

You must make sure that the totals automatically calculated by the system match those of your payroll register.

What to do if the Total Wages for the Month calculated by the system don't match those of my payroll register?

1. Click on  next to the employee for whom the problem occurred.

Employee :		BERUBE, MARTIN						S. I. N. :		000 000 000			
WORKING HOURS									OTHER WAGES				
Period Ending	Wage per Hour	Shift Premium	Holidays Hrs. Paid	Regular Day	Regular Night	Plus 50%	Total Hours	Hours Accumulated	A-Adjustment B-Bonus C-Commission D-Prior Departure Notice	H-Accumulated Hours Paid T-Flat Rate V-Vacations	Total Wages		
08-03	15.0000	\$		40.00			40.00		A		600.00 \$		
08-10	15.0000	\$		40.00			40.00		A		600.00 \$		
08-17	15.0000	\$		40.00			40.00		A		600.00 \$		
08-24	15.0000	\$		40.00			40.00		A		600.00 \$		
08-31	15.0000	\$					0.00		A		0.00 \$		
	15.0000	\$					0.00		A		0.00 \$		
Total wages for the month :											2400.00 \$		
Note :											Levy : 8.40 \$		

2. Enter the Total Wages for the Month as they appear in your payroll register and click on .

Invite utilisateur de Internet Explorer

Invite de script :

What are the total wages for the month (MARTIN BERUBE) ?

3. The system will adjust the monthly total and will recalculate the levy amount.

Employee :		BERUBE, MARTIN						S. I. N. :		000 000 000			
WORKING HOURS									OTHER WAGES				
Period Ending	Wage per Hour	Shift Premium	Holidays Hrs. Paid	Regular Day	Regular Night	Plus 50%	Total Hours	Hours Accumulated	A-Adjustment B-Bonus C-Commission D-Prior Departure Notice	H-Accumulated Hours Paid T-Flat Rate V-Vacations	Total Wages		
08-03	15.0000	\$		40.00			40.00		A		600.00 \$		
08-10	15.0000	\$		40.00			40.00		A		600.00 \$		
08-17	15.0000	\$		40.00			40.00		A		600.00 \$		
08-24	15.0000	\$		40.00			40.00		A		600.00 \$		
08-31	15.0000	\$					0.00		A		0.00 \$		
	15.0000	\$					0.00		A		0.00 \$		
Total wages for the month :											2500.00 \$		
Note :											Levy : 8.75 \$		

How to fill-in the monthly report for an artisan?

1. Make sure that the artisan worked during the sub-periods automatically selected by the system. Make the necessary corrections if needed by de-selecting the necessary boxes. The system will automatically recalculate the levy. Please note that only the fields that can be filled-in are those to be checked for each week appearing in the online monthly report.

Artisan :		ALLAIRE, SYLVAIN							S. I. N. :		000 000 000			
WORKING HOURS									OTHER WAGES					
Period Ending	Wage per Hour	Shift Premium	Holidays Hrs. Paid	Regular Day	Regular Night	Plus 50%	Total Hours	Hours Accumulated	A=Adjustment B=Bonus C=Commission D=Prior Departure Notice	H=Accumulated Hours Paid T=Flat Rate V=Vacations	Total Wages			
08-03			<input checked="" type="checkbox"/>	Sub-period worked										
08-10			<input checked="" type="checkbox"/>	Sub-period worked										
08-17			<input checked="" type="checkbox"/>	Sub-period worked										
08-24			<input checked="" type="checkbox"/>	Sub-period worked										
08-31			<input checked="" type="checkbox"/>	Sub-period worked										
Note :									Artisan's levy :		5.00 \$			

How to use the search text box?

No need to click on  or  to go to a specific employee in your online monthly report.

Just use the search box at the top left of each page of the report (except for the levies chart page on the last page). To do this, type the name of the candidate in the search text box and click the magnifying glass icon to search.

Whether to view or modify information from a specific employee, this will save you time.



Your partner
for a skilled and
certified workforce

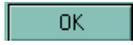
Monthly Report Period: 2011-01 Establishment No: 10001-001

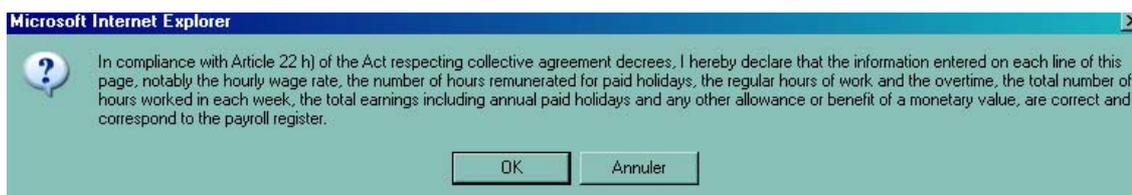
Search: 

Employee: GRATTON, BOB S. I. N.: 999 999 999

WORKING HOURS									OTHER WAGES				
Period Ending	Wage per Hour	Shift Premium	Holidays Hrs. Paid	Regular Day	Regular Night	Plus 50%	Total Hours	Hours Accumulated	A=Adjustment B=Bonus C=Commission D=Prior Departure Notice	H=Accumulated Hours Paid T=Flat Rate V=Vacations	Total Wages		
01-06	15.0000 \$			40.00			40.00		A 560.00 \$	D	1160.00 \$		
01-13	15.0000 \$			40.00			40.00		A	D	600.00 \$		
01-20	15.0000 \$			40.00			40.00		A	D	600.00 \$		
01-27	15.0000 \$			40.00			40.00		A	D	600.00 \$		
	15.0000 \$						0.00		A	D	0.00 \$		
Total wages for the month :										2960.00 \$			
Note :									Levy :		10.36 \$		

How to send your report to the CPA Montréal?

1. Click on  at the bottom of the window to save the changes made to the current page and go to the levies chart of the monthly report.
2. Take note of the statement and click  if you state that the information you are providing is exact and corresponds to your payroll register.



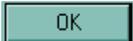
3. Please make sure that the amounts automatically generated by the system are identical to those of your payroll register. If there is a debit or credit amount in your account, you must so indicate in the field provided for this purpose and click on  in order to have the system recalculate the Total. **Please note however that this button recalculates the amounts but does not save the data.** The amount appearing next to Total is the sum that you must send to the CPA Montréal. Please refer to pages 20 and 21 to find out about the two payment methods. To go to the first page of the monthly report click on . To send your report, go to the next step.

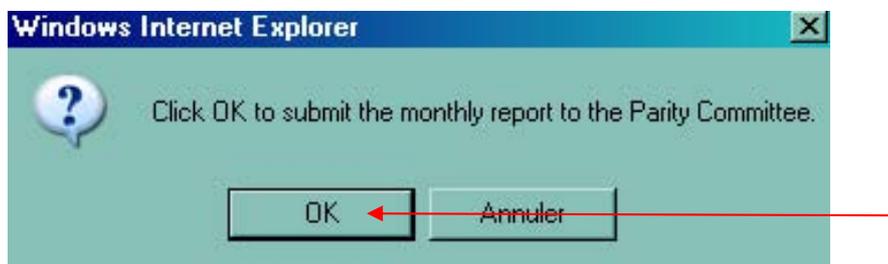
Monthly Report		
Period	Establishment No	
2012-01	10001-001	

Breakdown of levies		
Employee deductions :	0,35 %	0,00
Employer portion :	0,35 %	0,00
Arts& :		4,00
Debit - Credit :		
Total :		4,00

To pay your levies directly online, please select one of the following participating financial institutions :

 CIBC	Personal and Business
 Desjardins	Personal Business
 HSBC	Personal Business
 Bank of Montreal	Personal Business
 National Bank	Personal Business
 Royal Bank	Personal and Business
 Scotiabank	Personal and Business

4. Click on  to save the changes made and send your monthly report to the CPA Montréal.
5. Click on  to submit your report.



6. The CPA Montréal will send you an acknowledgement by email that the document has been received in which you will find a printable version in PDF format of the sent monthly report. You must print it and keep it for five years; this document could be requested during the visit of one of the CPA Montréal inspectors to your institution.

How to pay your dues?

By cheque

To pay your dues, you can send a cheque by mail to the CPA Montréal at **509 Bélanger Street, Montreal, Quebec H2S 1G5** or go in person. Please indicate on the cheque the establishment number and the period corresponding to the monthly report. The cheque must be accompanied by a duly filled-in Remittance slip:

1. Click on  to go to the levies chart of the monthly report.
2. Click on  Print remittance slip .
3. Take note of the message and click .



4. Click on  print . As you will see, the information in boxes (1, 2, 35, 36, 37, 38 and 39) is automatically entered.
5. However, you must fill-in the remaining boxes for instance *Cheque Amount*, *Authorized Signature*, *Date (YYYY-MM-DD)* and *telephone*.

DATE	DEBIT	CREDIT	TOTAL	AMOUNT PAID	AMOUNT DUE
2010-06	2.80	2.80	4.00	0.00	9.00

If any of the amounts of the Remittance slip are incorrect, make the necessary correction on your report (Examples: Addition of a Debit or Credit amount, correction of erroneous data), save the changes and follow steps above. If you already sent the report when you see the error, you will have to send it again.

Note: You can fill-in all the fields of the Remittance slip manually by selecting [Remittance slip \(PDF\)](#) in *Other options*.

Direct payment

To pay your levies directly on-line, select one of the participating financial institutions at the bottom of the levies chart window (first image) or at the bottom of the confirmation notice of your report (second image). This means you can pay your levies before or after you have transmitted your report.

First image

The screenshot shows the 'Monthly Report' interface. On the left is a navigation menu with sections: EMPLOYEES (Active employees list, Inactive employees list, Create an employee), MONTHLY REPORTS (List of MRs sent, Create a new MR), and OTHER OPTIONS (Instructions, Remittance slip (PDF), Disconnect). The main content area features a header 'Your partner for a skilled and certified workforce' and a 'Monthly Report' title. Below the title is a table with 'Period' (2012-01) and 'Establishment No' (10001-001). A 'Breakdown of levies' table shows: Employee deductions (0,35% / 0,00), Employer portion (0,35% / 0,00), and Artisan (4,00). A 'Total' row shows 4,00. Below this are icons for save, edit, cancel, Print remittance slip, and send. A message states: 'To pay your levies directly online, please select one of the following participating financial institutions :'. A list of banks follows: CIBC (Personal and Business), Desjardins (Personal, Business), HSBC (Personal, Business), Bank of Montreal (Personal, Business), National Bank (Personal, Business), Royal Bank (Personal and Business), and Scotiabank (Personal and Business).

Second image

The screenshot shows the confirmation notice interface. It features the same navigation menu as the first image. The main content area has the header 'Your partner for a skilled and certified workforce' and a message: 'Thank you for sending your monthly report to the CPA Montréal.' Below this is a paragraph: 'Please send a cheque along with a [Remittance slip](#) as soon as possible. You can also pay your levies directly online by selecting one of the following participating financial institutions. If you have already paid your levies, kindly disregard this notice.' At the bottom is a list of banks with links for direct payment: CIBC (Personal and Business), Desjardins (Personal, Business), HSBC (Personal, Business), Bank of Montreal (Personal, Business), National Bank (Personal, Business), Royal Bank (Personal and Business), and Scotiabank (Personal and Business).

ANNEX « C »**REGULATION**

(before each transmission of the online monthly report, the Employer or his authorized agent will have the choice to either accept or reject; in case of a rejection, the system won't allow the transmission of the online monthly report)

- Validity of the electronic transmission

The Employer accepts that the online monthly report holds the same value as the standard monthly report form, manually completed and signed by the Employer himself or by a responsible person at his establishment, in compliance with the regulation concerning the monthly report. This acceptance is also valid in the case of an online monthly report that is transmitted by an agent authorized by the Employer.

Accepted _____ **Rejected** _____

ANNEX « E »

REMITTANCE SLIP



THE PARITY COMMITTEE OF THE AUTOMOTIVE SERVICES INDUSTRY IN THE MONTRÉAL REGION
509 Bélanger Street, Montreal, Quebec H2S 1G5 Tel. :514 288-3003 Fax. :514 288-2984

Remittance slip

www.cpamontreal.ca

ESTABLISHMENT NO.	2
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	PERIOD (YYYY-MM)	LEVIED FROM EMPLOYEES	EMPLOYER'S LEVY	ARTISAN'S LEVY	DEBIT/CREDIT	TOTAL
1	1	35	36	37	38	39
2	1	35	36	37	38	39
3	1	35	36	37	38	39
4	1	35	36	37	38	39

CHEQUE AMOUNT	AUTHORIZED SIGNATURE	DATE (YYYY-MM-DD)	TELEPHONE
40	41	42	43

For committee use only

PROCESSING	CHEQUE	DIVISION		VERIFICATION
LEFT	ESTABLISHMENT	EMPLOYER	\$	INIT.
Init. Date	\$ _____			
RIGHT	EMPLOYER	DEBIT/CREDIT	\$	Cash slip no.
Init. Date	\$ _____			
		OTHER	\$	
		TOTAL	\$	