*Pay Requisition Template*

This is a template that can be adapted to your organization and used when hiring new staff. The contents of this template follow Quebec’s *Labour Standards Act* and are meant to be a starting point for the creation of a pay requisition for use by your organization’s bookkeeper and/or administrative staff.

**A few hints on customizing the template:**

* Words highlighted in grey must be replaced by information specific to your company.
* *We have also included some optional tips; they are to be deleted before printing this document.*

***This template is provided to you for information purposes only. RDN cannot be held responsible for its final content nor for any subsequent use and/or interpretation by the member organization or a third party.***

*Please remove this introductory page when using the template.*

CONFIDENTIAL

DATE: Month Day, Year

TO: Bookkeeper/Administrative staff’s name

FROM: Name, Executive Director

 Organization name

 Address

 Address

RE: New-hire’s name

Dear Bookkeeper/Administrative staff’s name:

Per the attached letter of employment/contract, please issue paycheques to New-hire’s name, incoming Position name/Title following the regular payroll schedule, at a salary of $52,015.60 per year (calculated at $28.58 per hour, 35 hours per week) beginning on date of new-hire’s first pay.

Please give New-hire’s name the tax forms necessary for deductions and provide them with the application form for the organization’s life, health and dental insurance package. New-hire’s name becomes eligible for these benefits as of date the probationary period is over, based on a positive review following the organization’s standard probationary period for new employees.

If you have any questions, please contact me directly.

Sincerely,

Signature

President/Executive Director Name

Organization Name

c.c: New-hire’s name