Pay stub check worksheet

Compare each pay stub with the hours you logged: rate, hours, gross pay, every deduction and net pay, with a column for questions to ask your employer.

NAME _____ DATE _____

EMPLOYER _____ PAY PERIOD _____

PAY DAY _____ HOURLY RATE AGREED _____

Item	My record	Pay stub	Match? ☐	Question to ask
Hours worked				
Overtime or premium hours				
Hourly rate				
Gross pay				
Income tax deducted				
CPP deducted				
EI deducted				
Other deductions (name each)				
Net pay				

Rules on pay stubs and pay days are set by your province's employment standards. This sheet is a record-keeping aid; ask your employer about anything that doesn't match.

SOURCES (CHECKED 2026-11-26)

Ontario's guide to rights under the Employment Standards Act says your employer must set a regular pay day and give you a pay stub showing the pay period, wage rate (if any), gross wages, the amount and purpose of each deduction, any room and board amounts, and net wages. https://www.ontario.ca/files/2024-12/mlitsd-your-rights-under-the-esa-en-2024-12-12.pdf (checked 2026-11-26)