# First job in Canada: notes and pay-stub check

Space to write what you noticed at work, plus a pay-stub checklist taken from Ontario's official Employment Standards Act rights booklet. Other provinces have their own rules.

NAME

DATE

EMPLOYER OR WORK TERM

PROVINCE OR TERRITORY

FIRST DAY

WHO I CAN ASK AT WORK

## PAY INFORMATION (FROM ONTARIO'S ESA RIGHTS BOOKLET; OTHER PROVINCES DIFFER)

- [ ] I was told a regular pay day
- [ ] Each pay stub or statement I kept shows the pay period
- [ ] It shows my rate of pay
- [ ] It shows gross pay
- [ ] It shows deductions
- [ ] It shows room and board, if that applies
- [ ] It shows net pay

## NOTES FROM THIS WEEK

Hours I was scheduled and hours I worked:

A question I want to ask (hours, pay, breaks, time off, safety):

Who I can ask at school or at work:

A workplace custom I noticed, in my own words (not a rule):

*Employment standards depend on whether your job is federally or provincially regulated, and on your province or territory. This is not legal, immigration or employment advice. Official pages win.*

## SOURCES (CHECKED 2026-11-27)

Ontario's official booklet 'Your rights under the Employment Standards Act' says you must be paid on a regular pay day and that a wage statement (pay stub) must show the pay period, the rate of pay, gross pay, deductions, room and board if any, and net pay.
https://www.ontario.ca/files/2024-12/mlitsd-your-rights-under-the-esa-en-2024-12-12.pdf (checked 2026-11-26)