Company Name

	Employee Name	Occupation	Class	Sex	Coverage Status	Date of Birth (MM-DD-YY)	Salary	Salary Frequency	Province Residence	Date of Hire
1										
2										
3										
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Coverage Status: S = Single **F** = Family   **W** = Spousal Waiver
Salary Frequency: A = Annual **M** = Monthly **BW** = Bi-weekly **W** = Weekly **H** = Hourly
Note: For any salaries indicated as payable Hourly, please indicate the number of hours worked per week.

Company Name

	Employee Name	Occupation	Class	Sex	Coverage Status	Date of Birth (MM-DD-YY)	Salary	Salary Frequency	Province Residence	Date of Hire
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