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Quebec Overtime Pay Calculator and Employer Time Banks

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Published by 2727 Coworking · 2026-10-13 · quebec overtime pay calculator · quebec overtime · banked overtime · time off in lieu · cnesst · small business payroll · overtime after 40 hours · quebec employers · payroll records

Original article: https://2727coworking.com/articles/quebec-overtime-banked-time-calculator

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Executive Summary

A **Quebec overtime pay calculator** should identify the applicable rule before multiplying hours. For most provincially regulated employees, the statutory threshold is **40 hours per week**, and qualifying overtime is paid at **1.5 times the regular hourly rate**. The Act supplies the threshold and premium; the Commission des normes, de l'équité, de la santé et de la sécurité du travail (**CNESST**) provides operational guidance. (www.legisquebec.gouv.qc.ca) (www.cnesst.gouv.qc.ca) This report addresses small Quebec employers using ordinary provincial rules. Federally regulated workplaces, collective-agreement overrides, special workweeks and uncertain exemptions require a separate path. (www.canada.ca)

For an eligible hourly employee, enter actual working hours, qualifying holiday or vacation hours, the verified threshold and the regular rate. Calculate overtime hours from the combined hours, then split **ordinary worked pay** from **full overtime pay**. In the ordinary-week Hypothetical Example below, **46 worked hours at $25** produce **$1,225 gross worked pay**: $1,000 ordinary pay plus $225 overtime. These are original worksheet calculations using the statutory premium, rather than published market wage figures. (www.legisquebec.gouv.qc.ca) Holiday and vacation hours can change the overtime threshold calculation, but their cash indemnities remain separate payroll components. (www.legisquebec.gouv.qc.ca)

A salary label does not settle the calculation. An agreed fixed schedule permits an hourly equivalent, while a genuinely undetermined-hours salary with no agreed hourly rate follows CNESST's statutory minimum-pay test. (www.cnesst.gouv.qc.ca) (www.cnesst.gouv.qc.ca) The general minimum wage verified for this report is **$16.60 per hour**, effective **May 1, 2026**; a different applicable minimum requires a different test. (www.cnesst.gouv.qc.ca) For time banking, an employee-requested and employer-accepted substitution converts overtime into paid leave increased by **50%**. The ordinary deadline is **12 months**, with unused overtime payable at expiry or with final wages if employment ends earlier. (www.legisquebec.gouv.qc.ca) (www.legisquebec.gouv.qc.ca) (www.legisquebec.gouv.qc.ca)

Finally, **gross overtime entitlement and payroll withholding are separate decisions**. (www.canada.ca) Quebec overtime paid later uses the gratuities withholding method, while federal income-tax withholding uses the bonus or irregular-payments method. (www.revenuquebec.ca) (www.canada.ca) The worksheet therefore

records both the earning week and payment period. Its purpose is an auditable payroll handoff: visible hours, a traceable rate, a documented settlement choice and a review flag whenever the default rule cannot establish the answer.

Introduction and Background

This report is an employer-side reference for Montreal founders, operations leads, bookkeepers and managers handling a small payroll. It answers a practical question: what should enter payroll after a particular workweek? Quebec's employer portal treats payroll management as a collection of linked obligations. (www.quebec.ca) This report also provides a banked-overtime worksheet, a holiday-week check and salary decision paths. Provincial and territorial governments oversee most Canadian workplaces, but a workplace's location alone does not establish the applicable jurisdiction. (www150.statcan.gc.ca) (www.canada.ca)

The publishing context is small office-based businesses. **2727 Coworking** documents furnished private offices and flexible desks; those first-party descriptions establish the workspace audience for this reference. (2727coworking.com) (2727coworking.com) Employment classification, wage calculations and payroll approvals remain employer decisions. The article does not treat a workspace arrangement as evidence of overtime eligibility.

The source hierarchy is deliberate. Quebec legislation establishes the legal framework, CNESST explains its application, Revenu Québec governs provincial payroll calculations, and the Canada Revenue Agency (**CRA**) explains federal deductions and reporting. Quebec's payroll-management portal directs businesses to these separate obligations. (www.quebec.ca) Employer associations and software documentation supply implementation context, not substitute legal rules. The Canadian Federation of Independent Business (**CFIB**) itself directs readers to government information for exemptions. (www.cfib-fcei.ca)

The calculations below are **gross-pay calculations**, before employee deductions and employer contributions. A spreadsheet can make arithmetic visible, but cannot resolve an uncertain exemption, disputed contract or special averaging arrangement. This report was researched on **October 13, 2026**. It has not received professional payroll or employment-law review. Before using its formulas in production, an employer should have a Quebec payroll professional confirm the contract, compensation structure and applicable category. The distinction matters because compensation method and overtime classification are separate questions, also recognized in employer guidance. (www.aandaconsulting.ca)

Scope and Overtime Eligibility

Establish the applicable workweek

The default calculator uses the statutory **40-hour** workweek, not the employer's preferred schedule. A week means **seven consecutive days**. (www.legisquebec.gouv.qc.ca) (www.legisquebec.gouv.qc.ca) Configure the worksheet to match the established payroll week consistently. A shorter contractual schedule can create extra ordinary pay before statutory overtime begins; the worksheet should preserve that distinction rather than treating every hour beyond the contract as statutory overtime.

The eligibility gate should record:

- **Jurisdiction:** Confirm provincial coverage. Banks, telecommunications and interprovincial transportation are examples on the federal jurisdiction list. (www.canada.ca)
- **Agreement:** Identify a collective agreement or decree and send it through a separate review path.
- **Category:** Identify special workweeks and exclusions before enabling the default threshold.
- **Duties:** Assess managerial responsibilities rather than accepting a job title as decisive. (www.cnesst.gouv.qc.ca)
- **Location:** Remote work alone does not establish the outside-establishment exclusion, which requires that working hours cannot be controlled. (www.legisquebec.gouv.qc.ca)
- **Arrangement:** Identify an averaging agreement before calculating a week in isolation. (www.legisquebec.gouv.qc.ca)

Managerial personnel are identified in the overtime-premium exclusion in section 54. (www.legisquebec.gouv.qc.ca) A salaried employee is therefore neither automatically included nor automatically excluded. Keep the compensation question separate from the duties assessment. An uncertain classification should produce **REVIEW REQUIRED**, with hours retained, rather than an automatic zero.

Averaging and refusal are separate decisions

Ordinary weekly calculations should not silently offset a busy week against a quiet one. The individual written averaging route has a **four-week maximum**, additional conditions, and a rule permitting termination with at least **two weeks' notice** before the expected end. (www.legisquebec.gouv.qc.ca) (www.legisquebec.gouv.qc.ca) CNESST also requires free and voluntary employee consent for that route. (www.cnesst.gouv.qc.ca) Other authorized arrangements require separate analysis. The default worksheet stops when any averaging flag is present.

Likewise, the overtime-pay threshold does not establish when an employee may refuse additional work. CNESST describes refusal rules involving more than **two additional daily hours**, and a general weekly rule beyond **50 hours**, with exceptions. (www.cnesst.gouv.qc.ca) (www.cnesst.gouv.qc.ca) Check the full scheduling rules before assigning extra work. The calculator answers the pay question after eligibility and scheduling decisions have been made.

Input-Visible Hourly and Salary Calculator

Inputs and hourly formulas

Use distinct inputs: **A** for actual qualifying worked hours, **D** for corresponding eligible holiday/vacation hours, **T** for the verified threshold, **R** for the regular hourly rate, and **E** for overtime hours. Annual leave and paid statutory holidays affect the threshold; an ordinary hourly premium is excluded from the overtime premium base. (www.legisquebec.gouv.qc.ca) (www.legisquebec.gouv.qc.ca)

The cash-payment worksheet is:

- **Threshold hours:** $A + D$.
- **Overtime hours:** $E = MAX(0, A + D - T)$.
- **Ordinary worked hours:** $A - E$.

- **Ordinary worked pay:** (A − E) × R.
- **Full overtime pay:** E × R × 1.5.
- **Gross worked pay:** ordinary worked pay + full overtime pay.
- **Separate additions:** Verified holiday/vacation indemnity, applicable premiums and other earnings.

These are original arithmetic expressions implementing the statutory premium and deemed-hours rule. (www.legisquebec.gouv.qc.ca) (www.legisquebec.gouv.qc.ca) The documented MAX operation supplies the zero-floor arithmetic. (support.google.com) Validate every input and stop if E exceeds A, a value is negative, or a rate is missing. Those checks mark circumstances outside this simple allocation model; they do not authorize discarding recorded hours.

An equivalent cash formula is **A × R + E × R × 0.5**, because straight-time pay already covers the overtime hours in A. Choose one representation. Adding full overtime pay to straight-time pay for all actual hours would count the overtime base twice.

For a spreadsheet, put A, D, T and R in cells B2 through B5. Use `=MAX(0,B2+B3-B4)` in B6, `=B2-B6` in B7, `=B7*B5` in B8, and `=B6*B5*1.5` in B9. The premium multiplier follows the law; Excel and Google Sheets document MAX as selecting the largest value. (support.microsoft.com) (support.google.com) Total the cash lines with SUM, whose documented operation is to add numeric values or cell ranges. (support.microsoft.com) (support.google.com)

Fixed salary with predetermined hours

For a salary tied to agreed hours, CNESST treats the employee as an hourly-rate worker for this calculation. (www.cnesst.gouv.qc.ca) A simple contract covering ordinary hours permits **R = weekly salary ÷ agreed weekly hours**. Do not divide automatically by the statutory threshold if the agreed schedule is shorter.

Hypothetical Example: a weekly salary of **$1,050 for 35 agreed hours** gives **$30 per hour**. If the employee works **45 hours**, the worksheet keeps the salary, adds **five ordinary extra hours at $30**, and adds **five overtime hours at $45**, giving **$1,425**. These are derived example values using the agreed-hours method and statutory premium. (www.cnesst.gouv.qc.ca) (www.legisquebec.gouv.qc.ca) A contract purporting to bundle overtime, or a predetermined schedule beyond the statutory threshold, requires review before using this simple salary extension.

Fixed wage with genuinely undetermined hours

A variable schedule does not necessarily mean undetermined contractual hours. CNESST's special fixed-wage interpretation applies where neither an hourly rate nor working hours were agreed. It tests the salary against the applicable minimum-wage requirement including overtime. (www.cnesst.gouv.qc.ca)

For that limited path, the no-leave weekly floor is **minimum rate × [ordinary hours + 1.5 × overtime hours]**. The current general rate is **$16.60**. CNESST's guide illustrates **60 hours** producing a **$1,162 floor**, which a **$1,200 salary** satisfies. (www.cnesst.gouv.qc.ca) Do not calculate a new premium on top of that salary merely by dividing it by actual hours. Contractual promises and other compensation remain separate checks. Mixed commissions, uncertain agreed hours and variable-salary leave weeks should return a review flag.

Holiday and Vacation Weeks

Separate eligibility hours from money

Holiday handling needs both an **hours record** and a **cash record**. Section 56 counts annual leave and paid statutory holidays for overtime purposes. Corresponding hours are added to actual worked hours, but a holiday on a weekday the employee never works does not generate deemed hours through that rule. (www.cnesst.gouv.qc.ca) (www.cnesst.gouv.qc.ca) Receiving an indemnity therefore does not automatically establish additional threshold hours.

For changing daily schedules, CNESST directs employers to the average hours worked in the **four preceding weeks** for the holiday calculation. (www.cnesst.gouv.qc.ca) Keep those source weeks in the audit file. A weekday label alone is insufficient evidence for a variable schedule.

Table 1 shows an original Hypothetical Example: an hourly employee at **$25**, with a normally worked holiday worth **eight threshold hours** and **38 actual hours**. The statutory deemed-hours rule and premium generate the split shown below. (www.legisquebec.gouv.qc.ca)

Day	Actual hours	Deemed hours	Ordinary actual hours	Overtime actual hours	Base rate	Multiplier	Worked-pay amount
Monday, paid holiday	0	8	0	0	$25	Separate indemnity	$0
Tuesday	9	0	9	0	$25	1	$225
Wednesday	9	0	9	0	$25	1	$225
Thursday	9	0	9	0	$25	1	$225
Friday	11	0	5	6	$25	1 / 1.5	$350
Total	**38**	**8**	**32**	**6**	**$25**	**Visible split**	**$1,025**

The original example totals **46 threshold hours**, creating **six overtime hours**. Its cash worked pay is **$800 ordinary pay plus $225 overtime**, with the separately verified holiday indemnity added afterward. (www.legisquebec.gouv.qc.ca) The daily allocation makes the arithmetic visible; entitlement is determined from the week, not by applying a daily premium to Friday's entire shift.

Vacation and time-record checks

Use the same separation for qualifying vacation: record the corresponding threshold hours, preserve the vacation-pay calculation separately, and identify the actual hours receiving the overtime premium. This report does not calculate statutory-holiday indemnities. Use CNESST's applicable guidance or a separately verified holiday-pay tool; do not substitute deemed hours multiplied by R for the indemnity without checking the rule.

Time collection also requires care. CNESST includes employer-granted paid breaks in hours worked and identifies employer-required travel as paid time. (www.cnesst.gouv.qc.ca) The worksheet should therefore ask what activity each entry represents instead of assuming that all gaps between clock events are unpaid.

Software settings warrant a parallel check. QuickBooks Time documents a configuration that excludes paid time off from overtime tracking. (quickbooks.intuit.com) That configuration description does not establish Quebec deemed-hour treatment. Keep a separate statutory-hours reconciliation and compare it with the software result. A visible spreadsheet SUM can reconcile the separate numeric hours before payroll entry. (support.microsoft.com) Configuration access is restricted to account administrators in the documented workflow, so assign an owner to that reconciliation. (quickbooks.intuit.com)

Cash, Paid Leave and the Time Bank

Confirm the settlement choice

The individual leave route begins with the **employee's request**. (www.legisquebec.gouv.qc.ca) CNESST explains that the employer cannot impose replacement leave and has the final decision on accepting the request. (www.cnesst.gouv.qc.ca) (www.cnesst.gouv.qc.ca) A dated written record is recommended evidence, not an asserted statutory form requirement.

The time-bank formula is **paid leave hours = eligible overtime hours × 1.5**. (www.legisquebec.gouv.qc.ca) Hypothetical Example: **six overtime hours** become **nine paid leave hours**. Store leave hours separately from raw overtime hours. Éducaloi's public explanation also describes the time-off arrangement and the ordinary use-or-payment deadline. (educaloi.qc.ca)

For an eligible hourly employee banking the full overtime entitlement, the ordinary cash line covers **A − E** worked hours. The bank then carries the replacement paid leave. Do not automatically pay straight time for the overtime hours and also bank their full replacement value without reconciling the intended arrangement. This is a worksheet control derived from replacing overtime payment with leave, rather than a separate statutory banking method.

A payroll system can support this record: Desjardins documents keeping a history of absence requests. (www.desjardins.com) The bank ledger should preserve:

- **Earning week:** Link the entry to the approved weekly hours.
- **Overtime quantity:** Retain raw overtime hours and the conversion formula.
- **Request evidence:** Preserve the employee's request for that occasion. (www.cnesst.gouv.qc.ca)
- **Acceptance:** Record the employer's response and the approved settlement.
- **Leave credit:** Show paid leave hours independently from cash earnings.
- **Agreed use date:** Record the scheduling agreement.
- **Deadline:** Set the ordinary expiry from the overtime earning date. (www.legisquebec.gouv.qc.ca)
- **Disposition:** Record leave taken, cash settlement, termination or an unresolved adjustment.

Monitor expiry and final payroll

Under the ordinary rule, the leave must be taken during the **12 months following the overtime**, on a date agreed between employer and employee, or overtime becomes payable. (www.legisquebec.gouv.qc.ca) Éducaloi describes the same annual use-or-payment principle in accessible language. (educaloi.qc.ca) An

ending employment relationship accelerates settlement: unused replacement overtime is paid with the final wages.

Treat the balance as a future staffing and payroll obligation. BDC describes payroll cash-flow mismatches and recommends planning incoming and outgoing cash. (www.bdc.ca) (www.bdc.ca) Those planning tools do not create permission to compel banking or defer required payment. Rate changes, transfers between compensation methods, partial settlement and unidentified historic credits need payroll review before repricing or clearing the balance.

Payroll Implementation and Audit Records

Hand off gross earnings separately from deductions

Table 2 separates the worksheet's entitlement calculation from payroll administration. Revenu Québec and CRA use different terminology for later-period overtime, so preserve the earning period and payment period as independent fields. (www.revenuquebec.ca) (www.canada.ca)

Handoff item	Payment condition	Treatment	Evidence to send
Gross earnings	Any payment period	Use the approved worked-pay split for the earning week	Hours, rate, overtime and any bank settlement
Quebec income tax	Overtime paid with wages for the period in which it was worked	Add overtime to those wages and calculate income-tax withholding. (www.revenuquebec.ca)	Earning week and payment period
Quebec income tax	Overtime paid in a later pay period	Use the gratuities method for income-tax withholding. (www.revenuquebec.ca)	Earning week and payment period
Quebec Pension Plan (QPP)	Overtime paid with wages for the period in which it was worked	Add overtime to those wages to calculate QPP contributions	Payment grouping and applicable contribution data
Quebec Pension Plan (QPP)	Overtime paid separately from salary or wages	Use the gratuities calculation route for QPP contributions; this is a payment-grouping rule, including separate payments in the same period. (www.revenuquebec.ca)	Payment grouping and applicable contribution data
Federal income tax	Overtime paid in the same pay period	Calculate withholding as for regular salary. (www.canada.ca)	Earning period, payment period and taxable earnings
Federal income tax	Overtime paid in a later pay period	Use the bonus or irregular-payments method for income-tax withholding. (www.canada.ca)	Earning period, payment period and taxable earnings
Employment Insurance (EI)	Overtime paid in the same or a later pay period	Calculate premiums as for regular salary. (www.canada.ca)	Payroll date, insurable earnings and annual limits

Handoff item	Payment condition	Treatment	Evidence to send
Applicable Quebec employer obligations	Overtime payments	Include overtime in the applicable payroll totals. (www.revenuquebec.ca)	Contribution setup and employer applicability
Annual employment reporting	Amounts actually paid	Report overtime on the T4 in the year received. (www.canada.ca)	Payment date and reporting-year reconciliation

The table is a method map, not a net-pay calculator. Quebec Parental Insurance Plan premiums and applicable health-services, labour-standards and workforce-skills contributions require the employer's normal payroll setup. Revenu Québec's overtime guidance covers those amounts. (www.revenuquebec.ca) Do not infer that the provincial employment-standards scope eliminates federal payroll administration.

CRA's Payroll Deductions Online Calculator excludes **Quebec provincial deductions**; use the corresponding Revenu Québec process for that portion. (www.canada.ca) Revenu Québec notes that its published formulas provide more precise results than WebRAS. (www.revenuquebec.ca) Employer software can also process gross to net, as described by Desjardins, but the approved gross entitlement remains a separate input. (www.desjardins.com)

Retain the calculation and its evidence

The Quebec wage-register rule specifies **three years** of retention. (www.cnesst.gouv.qc.ca) Revenu Québec and CRA generally require relevant tax records for **six years**, measured from their specified last-year reference points. (www.revenuquebec.ca) (www.canada.ca) A unified retention policy should account for the longer applicable requirement and any specific extension. (www.revenuquebec.ca) Outsourcing does not remove responsibility for adequate records. (www.canada.ca)

Keep an intelligible export alongside the calculation and assign responsibility for preserving it. (www.canada.ca) Revenu Québec specifies intelligible electronic registers. (www.revenuquebec.ca) The National Payroll Institute's record guidance includes work hours, banking and averaging agreements among employment-standard records. (payroll.ca)

Wagepoint's documented approval step is a useful example of reviewing entries before releasing payroll. (www.wagepoint.com) A practical weekly evidence bundle contains:

- **Time source:** Actual entries, activity notes and original corrections.
- **Contract input:** Agreed schedule, salary or rate and classification decision.
- **Deemed-hour support:** Holiday/vacation basis and relevant preceding schedules.
- **Calculation version:** Formula, threshold and payroll policy used.
- **Approval:** Reviewer, changes and acceptance of the final gross amount.
- **Settlement record:** Cash, employee-requested leave or review status.
- **Payroll result:** Gross lines, deductions, contribution settings and payment date.
- **Reconciliation:** Comparison with the payslip and bank balance.

CNESST requires payslips to show overtime hours paid or replaced by leave. (www.cnesst.gouv.qc.ca) Software features can support the file: Desjardins documents absence-request histories and general-ledger links. (www.desjardins.com) (www.desjardins.com) They are workflow capabilities, not proof that a particular employer's evidence is complete.

Data Analysis and Evidence

Scenario matrix and calculation provenance

Table 3 compares original Hypothetical Examples under the stated ordinary assumptions. The premium and bank conversion follow the Act; the undetermined-hours wage test follows CNESST's interpretation. (www.legisquebec.gouv.qc.ca) (www.cnesst.gouv.qc.ca)

Hypothetical path	Visible inputs	Threshold and split	Payroll or bank result	Control
Hourly, cash	A = 46; D = 0; R = $25	E = 6; ordinary worked hours = 40	$1,000 + $225 = **$1,225**	Full overtime added only to ordinary worked pay
Hourly, requested leave	Same hours and rate; request accepted	Ordinary worked hours = 40; raw overtime = 6	**$1,000 ordinary cash; nine paid leave hours**	Preserve request and leave deadline
Fixed agreed schedule	Salary $1,050; agreed hours 35; actual hours 45	R = $30; five extra ordinary hours; five overtime hours	$1,050 + $150 + $225 = **$1,425**	Contract schedule controls hourly equivalent.
Undetermined-hours wage	Salary $1,200; actual hours 60; general minimum $16.60	Floor = 40 × $16.60 + 20 × $24.90	**$1,162 statutory floor; salary satisfies this test**. (www.cnesst.gouv.qc.ca)	Applies only when rate and hours were not agreed
Holiday week	A = 38; D = 8; R = $25	E = 6; ordinary actual hours = 32	**$1,025 worked pay plus separate indemnity**	Deemed hours are not another worked-pay line.
Uncertain category	Managerial label, mixed commissions or special threshold	Default split withheld	**REVIEW REQUIRED**	Keep hours and evidence; establish entitlement separately

The matrix isolates what changes the result. A holiday changes threshold hours; a shorter agreed salary schedule changes the ordinary-pay extension; a leave request changes settlement. The undetermined-hours salary example cannot be generalized to every employee with a variable roster. These are calculation examples, not wage surveys or evidence that any particular employer uses these arrangements.

Error checks and reproducibility

Use the matrix as a small regression set when building a worksheet. Recalculate each row independently, compare the straight-time-plus-premium representation with the split representation for cash examples, and check that the bank's unit is paid leave hours. Microsoft documents ROUND's digit control, while Google

documents decimal-place rounding. (support.microsoft.com) (support.google.com) Those functions control arithmetic presentation, not lawful time-clock rounding.

Preserve original minutes and convert them to decimal hours without first rounding away working time. Apply a documented currency-rounding policy at the chosen output stage. Google Sheets' rounding function makes that presentation choice explicit. (support.google.com) This is a recommended implementation control; no universal Quebec time-clock rounding increment was established by this research. Avoid treating a displayed rate rounded for readability as the full precision rate used in the formula.

A second failure mode is silent missing data. Excel MAX can ignore empty cells and text in references, and SUM supports numeric totals rather than validating the business meaning of entries. (support.microsoft.com) (support.microsoft.com) Require explicit numeric inputs, including an intentional zero for no deemed hours. Google Sheets documents numeric summation; use that operation only after validating the entries. (support.google.com) A blank should trigger review instead of being accepted as proof that a holiday does not count.

Finally, separate administrative evidence from independent validation. Wagepoint documents pre-payroll approval and claims automatic overtime application after approved time flows into payroll. (www.wagepoint.com) (www.wagepoint.com) Zoho documents entry of current-period overtime hours. (www.zoho.com) Neither statement establishes that every Quebec salary or holiday case is correctly configured. Reconcile the approved worksheet with the generated payroll before release.

Implications and Future Directions

A small employer should assign ownership of the complete chain: time collection, classification, calculation, settlement choice, payroll processing and reconciliation. CFIB's employer guidance specifically raises technology for monitoring hours. (www.cfib-fcei.ca) Desjardins documents electronic timesheets and scheduling features that can support those steps. (www.desjardins.com) Make each payroll result reproducible from its inputs. (www.cfib-fcei.ca)

Approval controls are especially useful when the roster changes. Lightspeed's restaurant guide recommends manager approval for shift swaps; the underlying administrative lesson is to preserve who authorized a schedule change and the hours it affected. (www.lightspeedhq.com) This is scheduling guidance, not an additional eligibility condition for statutory pay. Xero likewise documents timesheet review and approval and limits editing once a timesheet is included in a filed pay run. (central.xero.com) (central.xero.com) Its documentation is cited as a workflow example, not a claim about Quebec payroll-product availability.

For cash planning, keep overtime earnings and future leave use in the same forecast. BDC recommends a cash-flow budget and discusses mismatches between payroll obligations and incoming cash. (www.bdc.ca) (www.bdc.ca) A time-bank balance can require either future paid absence or eventual cash settlement under the statutory rule. The forecast should therefore retain both the leave balance and the earning dates, within the cash-flow budget. (www.bdc.ca)

Have a Quebec payroll professional review the formula paths, trial them against approved past weeks, and confirm that software exports preserve the evidence needed for reconciliation. Keep rule inputs configurable and document changes. Preserve an accessible audit record when processing is outsourced.

(www.revenuquebec.ca) (www.canada.ca)

Frequently Asked Questions (FAQs)

How do employers calculate overtime pay in Quebec?

For the default eligible hourly path, identify hours exceeding the statutory weekly threshold, multiply them by the regular rate and the overtime multiplier, then add ordinary worked pay separately. The default threshold is **40 hours**, subject to exceptions. (www.legisquebec.gouv.qc.ca) The worksheet's equivalent cash formula adds only the premium to straight-time pay for all actual hours.

Does a salary or manager title eliminate overtime?

Neither label answers the whole question. Predetermined-hours salaries need an hourly equivalent; genuinely undetermined-hours fixed wages need the narrower statutory-floor test. Duties determine the managerial analysis, and employer guidance separates compensation method from classification. (www.aandaconsulting.ca) Obtain a classification review when responsibilities are uncertain.

Can an employer require Quebec banked overtime?

The ordinary individual route starts with an employee request, not an imposed substitution. The employer decides whether to accept it. The bank tracks paid leave equivalents and earning dates; Éducaloi explains the ordinary use-or-payment requirement. (educaloi.qc.ca)

Are holiday and vacation hours included?

Corresponding qualifying hours count toward overtime even though they are not actual work entries. Keep their cash indemnities separate. A holiday on a weekday the employee never works does not automatically add deemed hours.

Is this the CNESST overtime calculator or a net-pay calculator?

This is an original employer worksheet based on verified sources, rather than a tool operated or endorsed by CNESST. CNESST supplies overtime guidance, while federal and Quebec deduction calculations belong to separate payroll processes. (www.canada.ca) The output is gross entitlement and leave quantities, with review flags. Revenu Québec separately documents its deduction-calculation tool. (www.revenuquebec.ca)

Can overtime be processed in a later pay period?

The Act's wage-payment provision allows specified overtime earned in the preceding week to be paid with the subsequent regular payment. (www.cnesst.gouv.qc.ca) That limited timing rule does not authorize indefinite deferral. Revenu Québec's later-period withholding method must also be distinguished from the calculation of entitlement. (www.revenuquebec.ca)

Conclusion

An employer-side calculator is useful when the result can be reconstructed from a specific week's evidence. Begin with jurisdiction and category, preserve the actual hours, identify qualifying deemed hours, and establish the rate before calculating the split. Keep contractual ordinary hours distinct from the statutory overtime threshold. The default workweek and premium come from the Act, with exceptions requiring a separate assessment.

Use the salary paths selectively. A predetermined schedule, an undetermined-hours fixed wage and a mixed-compensation arrangement do not support the same shortcuts. The documented salary methods explain why a generic salary division can produce the wrong answer. When the evidence does not establish the correct path, retain the inputs and seek review rather than producing an unsupported result.

Record the employee's request before substituting leave, carry a visible bank balance, monitor the use-or-payment deadline and reconcile the final payroll output. (educaloi.qc.ca) Preserve both earning and payment periods for withholding, and keep accessible supporting records when using outside payroll services. (www.canada.ca) (www.canada.ca)

The finished audit worksheet should show which hours were included, which rate was used, what cash or paid leave was approved, and what requires professional review. Keep it with the supporting records. (www.canada.ca) The National Payroll Institute's record guidance includes work-hours and banking records. (payroll.ca) Refer contract interpretation and exceptional cases to a Quebec specialist.

Source links

Links cited in this article, in order of first appearance. Full addresses are provided for readers using extracted text.

1. https://2727coworking.com/articles/cnesst-quebec-small-business-guide
2. https://www.legisquebec.gouv.qc.ca/en/document/cs/N-1.1
3. https://www.cnesst.gouv.qc.ca/en/working-conditions/wage-and-pay/wages/overtime
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THE PUBLISHER

About 2727 Coworking

2727 Coworking is a Montreal workspace and business-address provider. We serve people who need a place to focus, meet, run a small business or establish a professional mailing presence. Our website offers English and French information about workspace options and services, alongside educational resources for operating a business in Canada.

A workspace that fits the day

Our workspace options include private offices, day passes and desks, and a conference room. These formats help individuals and teams compare a dedicated office with more flexible ways to work or hold a meeting. Prospective members can explore the virtual tour, review current pricing and book a visit before choosing a workspace.

Business addresses and mail

2727 Coworking provides business-address and virtual-mailbox services. Our resources explain the documents and practical questions involved, including guidance for people outside Canada. Service eligibility, included features, availability and access arrangements should be confirmed on the applicable service page or with our team.

Resources for Canadian small businesses

We publish guides, research and planning tools about workspace decisions, business addresses and starting a business in Canada. Our incorporation research includes information for people inside Canada and abroad, with jurisdiction-specific material to help readers identify the next questions to investigate. These educational resources complement our workspace and address services; they are not individualized legal, tax or immigration advice.

Visit or contact 2727 Coworking

Explore private offices, day passes and desks, the conference room, business addresses and virtual mailboxes. Book a visit or contact the team to discuss your needs.

A business address alone does not establish tax residence, immigration status, banking approval or eligibility for a government program.

Website: https://2727coworking.com

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