



## EMPLOYER REPORT ON PAY EQUITY

An employer report on pay equity (DEMES) is an annual accountability tool separate from the obligation to complete a pay equity exercise or pay equity audit in your enterprise.

- The DEMES must be filed each year. It obliges you to report whether your pay equity work has been done or not.
- A pay equity exercise is completed only once in the life of an enterprise and a pay equity audit must be completed every five years.

For more information on the pay equity exercise or the pay equity audit, go to the website of the Commission des normes, de l'équité, de la santé et de la sécurité au travail, at [cnesst.gouv.qc.ca/equite](http://cnesst.gouv.qc.ca/equite).

### What is the DEMES used for?

- To make you annually aware of your obligations under the *Pay Equity Act*;
- To measure the level of application of the *Pay Equity Act* in Québec;
- To target support and verification interventions by the Commission in enterprises.

### Must you file a DEMES? And when?

You must file a DEMES annually if you are in one of the following categories:

- All employers registered in the enterprise register that declared therein 11 employees or more the previous year.
  - To file your report, you have the same period of time as that granted for the annual updating of your enterprise's file with the Registraire des entreprises, i.e. in most cases, six months after the end of your fiscal year.
- All employers in the database of public authorities, regardless of their size, and the Conseil du trésor.
  - You must file your report between March 1 and September 1 of each year.

### A legal obligation to be complied with

Whether or not you have completed the pay equity exercise or the pay equity audit for your enterprise, you must complete your report every year.

### What are the consequences of not filing your DEMES?

If you fail to file your report, you commit an offence and are liable to a fine of \$1000 to \$45 000.

Commission des normes, de l'équité,  
de la santé et de la sécurité du travail  
[cnesst.gouv.qc.ca](http://cnesst.gouv.qc.ca)

### You want to file your DEMES? Be sure you have the following information:

- **Your Québec enterprise number (NEQ)**

Go to the following website for information:  
[registreentreprises.gouv.qc.ca/en/default.aspx](http://registreentreprises.gouv.qc.ca/en/default.aspx).

- **Your clicSÉQR express or clicSÉQR-Entreprises code**

You can obtain a clicSÉQR express access code from the clicSÉQR express customer service at [info.clicseqr.gouv.qc.ca/entreprises.html](http://info.clicseqr.gouv.qc.ca/entreprises.html) (french only)

OR

You can also obtain a clicSÉQR-Entreprises user code from the Équité salariale online service. To do so, you must first register with clicSÉQR-Entreprises at [info.clicseqr.gouv.qc.ca/entreprises.html](http://info.clicseqr.gouv.qc.ca/entreprises.html) (french only)

Call 1 866 423-3234 for your clicSÉQR code.

### You must also have the following information:

- The enterprise's field of legislative jurisdiction, that is, whether it is under federal or provincial jurisdiction;
- The enterprise's sector of activity;
- The date on which the enterprise began its activities;
- The number of employees according to the calculation method provided for in the *Pay Equity Act*;
- The date of posting of the results of the pay equity exercise, if applicable;
- The date of posting of the results of the pay equity audit, if applicable.

### How and where is the DEMES filed?

Your report may only be filed online in the original French version.

To file your report or for more information, go to the DEMES website, at [demes.gouv.qc.ca](http://demes.gouv.qc.ca).

If you have questions, call 1 844 838-0808.

You will find overleaf an example of an employer report on pay equity.

**CNESST**

Québec enterprise number (NEQ):

Your NEQ appears here.

## Employer pay equity report

The Commission des normes, de l'équité, de la sécurité et de la santé du travail provides an example below of the employer pay equity report in order to facilitate comprehension of the annual obligation. This document has no legal value. The situation of each enterprise being different, the questions you are asked may differ from those in this example. Please note that the report may only be filed online in the original French version.

### Acknowledgment of receipt

#### Thank you!

The report was filed on March 20, 2017 at 1:56:17 p.m.  
The confirmation number is A27N9KOQ412109.

#### Document to be downloaded

The PDF version of the acknowledgment of receipt of your report on pay equity of March 20, 2017.

The date you file your report appears here, once you have transmitted it online. An alphanumeric confirmation number is indicated. You are advised to keep the acknowledgment of receipt.

### Federal jurisdiction

Is your enterprise under federal jurisdiction? No

You must confirm whether your enterprise is under provincial or federal legislative jurisdiction.

### Information about the enterprise

Sector of activity	Arts, performing arts and recreation
Sub-sector of activity	Entertainment, recreation, and gambling and lotteries
Date of start of activities	November 21, 1996 or after
Enter the date of the start of activities	2010-01-10

You must provide certain information on your enterprise's sector of activity and indicate whether its activities began before or after November 21, 1996. You must enter the date on which your enterprise began its activities if they began after November 21, 1996.

### Number of employees

Did your enterprise have an average of 10 employees or more in a calendar year?	Yes
In which year did your enterprise have an average of 10 employees or more?	2012
What was the average number of employees?	10 to 49 employees

You must calculate the number of employees of your enterprise according to the calculation method provided for in the *Pay Equity Act*, which will make it possible to determine whether your enterprise is subject to the Act.

You must enter the size of your enterprise.

### Pay equity

Did you implement pay equity for all the employees in your enterprise? Yes

You must declare whether you have completed a pay equity exercise or not. If you have, you must confirm that by entering the date you posted the results of the pay equity exercise.

### Posting of the results of the pay equity exercise

Date of the posting of the results 2016-12-31

An enterprise subject to the *Pay Equity Act* must complete a pay equity audit every five years. You must indicate whether you completed the audit for your enterprise.

### Pay equity audit

Have you completed a pay equity audit for all the employees of your enterprise? No

### Information on the declarant

Family name	Tremblay
Given name	Pierre
Telephone	514 123-4567
Extension	

The declarant is the person filing the report. The Commission des normes, de l'équité, de la santé et de la sécurité au travail may contact that person.

### Declaration

I declare that I am a person authorized to file this report and that the information in it is accurate. I know that a false declaration can result in the penal sanctions provided for in the *Pay Equity Act*.

You must validate your report. That is a legal obligation. You declare that the information you provided is accurate and does not constitute a false declaration.