

## What to include when filing a wage complaint

If you have a wage complaint, here are some important documents that the Employment Standards Office will rely on to make its decision. If possible, please provide the following:

- T4 income slip
- Record of Employment (ROE)
- Pay cheques, pay stubs or statements of wages
- Employment contract or agreement
- Work schedules or timesheets
- Text messages, emails or other communications between an employee and employer or Human Resources about the employment contract, work schedule or wages
- Other documents with details relevant to the complaint

You can submit a wage complaint and other documents to the Employment Standards Office in person at 307 Black Street in Whitehorse or by email to [eso@yukon.ca](mailto:eso@yukon.ca).