

Understanding your pay statements

Introduction

This job aid was created to help Urban-represented CUPW employees better understand retroactive pay adjustments made between August and October 2020, in accordance with Arbitrator Elizabeth MacPherson’s ruling in June. The example used is for illustrative purposes only and does not reflect the actual amount you will receive.

When scheduled, retroactive payments will appear as additional line items for **Basic Pay**. These items appear in the **Earnings** section of your statement, along with your regular pay.

		PAY DETAIL		
		1	2	3
Earnings		Quantity	Rate	Amount
1002	Basic Pay	120.00	25.28	3033.60
1002	Basic Pay	880.00	1.57	1381.60
1002	Basic Pay	40.00-	23.71	948.40-
1390	Foot and Glove Allowance			
1720				
1895				
6010			2.35	94.57
6010			37.92	18.96
6015			3.14	31.41
6021	Compensatory Quota Payout			321.84
6069	Injury on Duty - 1st Day Paid			
6082	Injury on Duty Reduced Regular Earnings			
6201	Injury on Duty Paid 75% - Non Taxable			
6204	WCB/CSST Differential - Non Taxable			
6206	Injury on Duty Paid 75% - Taxable			
6207	WCB/CSST Differential - Taxable			
7005				
7018			4.64	46.40
7018			0.29	33.35
7020				
7022			0.0150	39.18
7029			25.28	40.40
7029	Over Assessed Walk	18.79	1.57	29.49
7000	Leave Without Pay			

1st Basic Pay line item 1002: Your regular basic pay for the pay period.

2nd “Basic Pay” line item 1002: Your retroactive payment. This reflects the hours you worked during the retroactive period. Multiply the difference between the post- and pre-arbitration rates by the number of hours worked to arrive at the amount owed. Total pay (before deductions) is shown in the Amount column.

3rd Basic Pay line item 1002 (with negative values): This Basic Pay line item is included when the retroactive payout falls within a pay period. The first Basic Pay line reflects an over-adjustment and the negative value corrects for this.

Leave Without Pay line item 7000: If you took Leave Without Pay during the period in question, you will see an adjustment of this in the Earnings section. This line item will appear as negative because it reflects instances where pay was deducted. A separate line item appears for each date leave without pay was taken.

- 1 The **Quantity** column lists the number of hours
- 2 The **Rate** column captures the hourly rate, or the difference in pre- and post-arbitration pay per hour
- 3 The **Amount** column lists the gross total.



Example:

- Joe is entitled to receive retroactive pay for 2020 after working 880 hours at the pre-arbitration hourly rate of \$23.71
- The new rate is \$25.28 and the difference per hour equals \$1.57. Joe's total retroactive pay adjustment is \$1,381.60
- Because the retro payout falls within a pay period, Joe's regular basic pay includes an over-adjustment of 40 hours.
- To correct for the extra hours, 40 hours has been deducted at the pre-arbitration hourly rate of \$23.71, which equals -\$948.40.

Some **other types** of earnings adjustments you may see on your pay statement may include, but are not limited to:

- Leave with pay (Personal Days, vacation days, statutory holidays)
- Overtime
- Over-assessed walk
- Rest Period Allowance
- Compensatory quota payout
- Lead Hand pay, and
- Shift premiums

As with Basic Pay, these line items will reflect the number of hours worked during the retroactive period, multiplied by the difference in pre- and post-arbitration rate.

Deductions

All applicable deductions will be applied to the retroactive pay adjustment. This means that the amount deducted for taxes, for example, will be higher.

Upcoming retroactive pay adjustments

September 3, 2020

- Retroactive pay for 2019 (Urban), plus the Rest Period Allowance for 2019 (Urban, RSMC)

September 17, 2020

- Retroactive pay for 2018-2019 (RSMC), plus the Rest Period Allowance for 2018 (RSMC)

October 1, 2020

- Retroactive pay for 2018 (Urban), plus the Rest Period Allowance for 2018 (Urban)

How to access your pay statements:

You can view your pay statements at any time on Intrapost under Employee Self Serve (ESS) > Pay and Compensation. If you have forgotten your password, you can reset it yourself by following the steps outlined [here](#).