

Understanding your pay statements

Introduction

This job aid was created to help CUPW's Rural and Suburban Mail Carriers (RSMC) better understand retroactive pay adjustments made between August and October 2020, in accordance with Arbitrator Elizabeth MacPherson's ruling in June. The example below 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** and **Variable Allowance**. These items appear in the Earnings section of your statement, along with your regular pay.

1st Basic Pay line item 1008: Your regular basic pay for the pay period.

2nd "Basic Pay" line item 1008: Your retroactive payment. This reflects the days you worked during the retroactive period. Multiply the difference between the post- and pre-arbitration rates by the number of days worked to arrive at the amount owed. Total pay (before deductions) is shown in the Amount column.

3rd Basic Pay line item 1008 (with negative values): This Basic Pay line item is included when the retroactive payout falls within a pay period. The first Basic Pay line above reflects an over adjustment and the negative value corrects for this.

		PAY DETAIL			
		1	2	3	
Earnings		Quantity	Rate	Amount	Year To Date
1008	Basic Pay	18.00	93.54	1683.72	15831.96
1008	Basic Pay	140.00	5.82	814.80	
1008	Basic Pay	8.00-	87.72	701.76-	
1009	Vehicle Expense Non-Taxable	10.00	25.73	257.32	4351.24
1014	Variable Allowance	18.00	3.15	56.70	533.10
1014	Variable Allowance	140.00	0.20	28.00	
1014	Variable Allowance	8.00-	2.95	23.60-	
1391	Boot Allowance				99.00
1895	Employment Insurance Rebate				70.31
6100	Vehicle Expense Non-Taxable				691.03-
7018	Retroactive Allowance		1.90	19.00	319.40
TOTAL					

1st Variable Allowance line item 1014: Your regular variable allowance for the pay period.

2nd Variable Allowance line item 1014: Your retroactive payment. This reflects the days you worked during the retroactive period. Multiply the difference between the post- and pre-arbitration rates by the number of days worked to arrive at the amount owed. Total pay (before deductions) is shown in the Amount column.

3rd Variable Allowance line item 1014 (with negative values): This Variable Allowance line item is included when the retroactive payout falls within a pay period for salaried employees. The first Variable Allowance line reflects an over-adjustment and the negative value corrects for this.

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



Example:

- Susan is entitled to receive retroactive pay for 2020 after working 140 days at the pre-arbitration daily rate of \$87.72.
- The new rate is \$93.54 and the difference per day equals \$5.82. Susan's total retroactive pay adjustment is \$814.80.
- Because the retro payout falls within a pay period, Susan's regular basic pay includes an over adjustment of 8 days.
- To correct for the extra days, 8 days have been deducted at the pre-arbitration hourly rate of \$87.72, which equals -\$701.76

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

- Additional work (Sort or delivery)
- Leave with pay (Personal Days, vacation days, statutory holidays)
- Overtime Premium in RMS HOURS
- Rest Period Allowance
- Vacation or Personal day payout
- Red circle Salary difference

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

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](#).