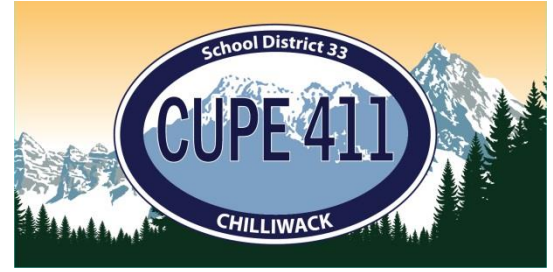


# QUICK FACTS

JULY 2024



## Statement of Earnings – Are you checking yours??

*Q – Why is it important to take the time to check my Statement of Earnings every pay period?*

*A – Human error is always a factor, and it is easier to correct a mistake sooner rather than later.*

*Q – Who should I contact if something doesn't look right?*

*A – Please reach out to the appropriate Payroll Clerk (support staff or casual) as outlined in the statement.*

*Q – What if I still don't get an answer that I am satisfied with?*

*A – Contact a Shop Steward and they will help you work through the issue with Payroll.*

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Members are encouraged to log into the School District's on-line system, [Power School](#), to review their Statement of Earnings every pay period. You will need your school district credentials (i.e., the username is your firstname\_lastname and password is the same as what you use to login to your email) to log in as well as your Employee Number in order to open up the statement to view and/or download it.

Once you have accessed your profile you will need to select the following from the menu: "My Info", "Documents & eForms", and "Employee Statement" a pop up will then appear and it should already be auto filled with Earnings Statements as the Statement Type and Year to View should read 2024 (you can change this to go back and look at previous years statements), then click "Submit". This will now generate a list of all your Statement of Earnings for 2024, click on the one you want to view, you will be asked to enter a "Password" and this is where you will enter your Employee Number, click "Submit", your statement should populate. Once you are done reviewing and/or downloading your statement, make sure you "Log Out" of the system.

What are some of the things you should be looking for?

1. In the "Earnings" section you want to make sure that the correct number of "Hrs" are entered alongside the appropriate "Description". For Example; if you work 70 hours in a 2 week period and don't take any days off then it should read 70 under the "Hrs/Days" column alongside "Regular Hours". But if you took 2 full sick days during that time period then it would read 56 "Hrs" alongside "Regular Hours" and 14 "Hrs" alongside "Sick".
2. Is the hourly "Rate" of pay correct? If you don't know what yours is email payroll and ask.
3. Are you entitled to any premiums (i.e., foreman, first aid, etc.) if so, make sure the "Rate" and "Hrs" eligible at that rate are accurate.
4. Did you use any Vacation time, Banked OT, or Sick Gratuity, if so, check your "Leave Balances" to make sure the deduction accurately reflects the usage.
5. Is your personal information accurate (i.e., name, address) if not please update that with Payroll and the Union (at [unionoffice@cupe411.ca](mailto:unionoffice@cupe411.ca)), also, if you notice your Location is not accurate that should be updated as well.
6. Permanent members accrue a day and a half of sick time a month, so you can track this as well if you feel so inclined.

What should you do if you think you have been overpaid? Contact Payroll right away, the longer you let this go the more money you will be required to pay back the District and they will simply deduct what is owed from your future earnings.

*"Don't let making a living prevent you from making a life"*

