



## **Check Stub Claim Form**

Employers are required to report hours worked in each month, by the 15<sup>th</sup> of the following month and are given a grace period until the 25<sup>th</sup> of the following month before liquidated damages are assessed. (*For example: Hours you work this month are not required to be reported by your Employer until next month.*)

Employers do not report hours for the 401(k) Plan but are required to forward contributions withheld from your paycheck to the 401(k) Plan weekly, or as soon as feasible after being withheld.

Any check stubs remitted must meet the following criteria:

- 1) Represent payment for hours worked which your Employer did not report by the required date as outlined above,
- 2) Represent payment for hours worked within the last 12 months prior to submitting your written claim,
- 3) Contain pay period dates, number of hours worked and pay date, and include Employer Name, Employee Name and unique identifying Employee number.

Who have you contacted at your Employer's office about your claim? \_\_\_\_\_

Who have you contacted at your Local Union about your claim? \_\_\_\_\_

Attached are check stubs evidencing hours worked for the period(s): \_\_\_\_\_

From Signatory Employer: \_\_\_\_\_

For work on project named: \_\_\_\_\_ Located at: \_\_\_\_\_

To Employee named: \_\_\_\_\_ UBC or Social Security #: \_\_\_\_\_

In what occupation/skill/level capacity: \_\_\_\_\_ Under the supervision of: \_\_\_\_\_

Is this a new claim or follow-up on a prior claim filed? \_\_\_\_\_

If prior, when was claim initially filed? \_\_\_\_\_

Check which fringe benefits are in question:  H&W  PENSION  VACATION  ANNUITY  401(k)

Reason for check stub submission:

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### COMPLETE THE BACK OF THIS FORM FOR HOURS CLAIMED TO BE UNDERREPORTED

Name of individual submitting claim: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell#: \_\_\_\_\_

Relationship to check stub payee: \_\_\_\_\_

Assisted by CFAO employee: \_\_\_\_\_ Ext. \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_



Note:

Employers are allowed to report all hours paid or worked during all payroll periods ending within the month.

If an Employer chooses that pattern of reporting and a paycheck was issued the first week in any given month, including some hours worked in the previous month, all hours on that paycheck would be included in the month the paycheck was issued.

Typically this pattern of reporting does not affect employee benefits. If it does affect the benefits you are claiming, verification from the Employer on how many hours were applicable to each month will be needed before processing a request to move hours to the month actually worked.

**Complete only for the fringe benefits in question.**

**For 401(k) Plan claims, indicate the dollar amount withheld from your paycheck. For all other claims, indicate hours shown on your check stubs.**

Name of Employer	Work Month	HOURS PER CHECK STUBS ATTACHED					HOURS YOUR EMPLOYER REPORTED					Unreported Hours or 401(k) \$ Claim	Note pay date of check Stubs included for month
		HW hr	PEN hr	VAC hr	ANN hr	401(K) \$	HW hr	PEN hr	VAC hr	ANN hr	401(K) \$		
<i>Example Employer</i>	<i>mm/yy</i>	<i>160</i>	<i>160</i>	<i>160</i>	<i>160</i>	<i>\$836</i>	<i>140</i>	<i>140</i>	<i>140</i>	<i>140</i>	<i>\$731</i>	<i>20hrs, \$105</i>	<i>mm/dd/yy – mm/dd/yy</i>
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
10.													
11.													
12.													
Total													

What source did you use for the hours “your Employer reported” in the comparison above? \_\_\_\_\_