



Check Stub Claim Form

Employers are required to report hours worked in each month, by the 15th of the following month and are given a grace period until the 25th 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, 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: _____

Social Security #, UBC # or CFAO #: _____

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: Health Pension Vacation/Sick Leave Annuity 401(k)

Reason for check stub submission:

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
		HEALTH hr	PEN hr	VAC/SICK LEAVE hr	ANN hr	401(K) \$	HEALTH hr	PEN hr	VAC/SICK LEAVE 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.													
Total													

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