



UNION NEWS

Union Steward

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Approved for posting,

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Verify Your Pay is Correct Through WorkLife With a Payroll History Request

The February 2020 *Aero Mechanic* newspaper features several stories where Stewards have helped members resolve issues in WorkLife – namely correcting progression step increases, team lead pay, temporary upgrades and vacation accrual.

In TotalAccess, members had the ability to see that every Step Progression Increase and pay change happened timely in their work history. That is not the case with the new WorkLife system.

Members should verify in WorkLife that their paycheck reflects the correct rate of pay following a step increase or premium pay (i.e. team lead or temp upgrade).

Steps to verify if your pay is correct by making a Payroll History Request:

- Access WorkLife
- Select “My Paycheck” from the Quick access options.
- Select “Request or Display Payroll History”
- Select “Create A New Payroll History Request.” On this screen enter your date range for the report you would like to create along with the required fields and select “Submit.” Once requested the report takes up to 24 hours to generate & will be available for 7 days.



If the Payroll History Report confirms there is a mistake in your pay, contact your Union Steward who can walk you through generating a payroll ticket in WorkLife to resolve any discrepancies or issues.