

How to check if you're receiving your allowances

United Nurses of Alberta members covered under the Provincial Collective Agreement are urged to regularly check their pay stubs to ensure they are being paid education allowances to which they are entitled.

UNA members report frequent failures by AHS to pay education allowances that recognize courses, diplomas and degrees outlined in Article 26 of the contract that Registered Nurses and Registered Psychiatric Nurses are eligible to receive.

Employees will need to check their pay stub, also called a Paycheque in the e-People system.

Here are the steps to go through on e-People, found on the staff portal of the AHS website, to access this information:

- ♦ Go to e-People and sign in
- ♦ Open the pull-down menu under Self Service
- ♦ Go to Payroll and Compensation
- ♦ Go to View Paycheque

The View Paycheque page will show a list of recent pay stubs. Employees should open a copy of the pay stub they wish to review.

The simplest way for an Employee to check if they being paid the correct amount is to compare the amount you are paid on their "Paycheque" to their step on the Salary Appendix in the Collective Agreement.

If the rate of pay shown on the Paycheque is listed on the Salary Appendix, they are not receiving the educational allowance.

If the Employee holds a Baccalaureate degree and their rate of pay is not listed there, subtract 1.25 from their rate of pay and check if that amount is in the Salary Appendix. If it is, they are receiving the correct rate.

UNA members who discover they aren't being paid an allowance for which they qualify, contact your UNA local executive or Labour Relations Officer as soon as possible at 1-800-252-9394.

