

LOCAL 517 INSTRUCTIONS FOR LOST TIME REIMBURSEMENT

- If you have never submitted a request for lost time, you must complete the W4 and I-9 forms (available at www.local517.org) and send to Barb Christianson.
- When emailing your hours to Barb, include your hourly rate of pay each time as she has no way of knowing when you receive a pay increase. You can obtain your hourly rate by logging into Employee Self-Service and clicking on “Personal” and then the sub-category “Personal.” If you do not provide this information, reimbursement will be made at the last hourly rate of record (*Council 5 does not issue checks for the difference*).
- Please remember that it takes time to receive your check. Barb has to complete a form and then mail it to Council 5. They do payroll twice a month for 40,000 members. You can refer to the attached calendar to get an idea of when to expect reimbursement.

Local Union Payroll

Local Union Payroll is used for Officer Allowance, if the local chooses to pay their officers.

Local Union Payroll is used by locals to reimburse members for time away from their job to attend various union functions.

Payments, whether for Officer Allowance or lost time reimbursement, will originate from the local. A lost time sheet is filled out, usually by the Treasurer, President, or Secretary to request payment for individuals who they are paying for lost time.

Local Union Payroll (LUP) is done twice a month and is the first full week of the month and third week of the month. A calendar is available to check when these payrolls will occur. Officer Allowance is paid the first payroll of each month only.

Policies for Local Union Payroll

All lost time request forms are due by Monday, noon the week of the payroll with a Friday check date or direct deposit date.

Changes, additions and terminations to Office Allowance are done through a local union profile.

Anyone getting LUP must have a W4 and I-9 on file with the Council 5 payroll office.

All W4's must be completed and signed. All I-9's must be completed in Section 1 and signed by person received LUP. Section 2 is for documents will be verified and Any W4's or I-9's that are incomplete will be sent back to the Treasurer.

Forms are now on the AFSCME website. Just go to resources then local union forms. You can print a W4, I-9 with complete instructions, local union profile, and the request for lost time form.

You can fax or scan and e-mail the local union profile or request for lost time form only. Do not fax or e-mail W4's or I-9's due to data privacy issues.

Advances are at the discretion of the local, but are only to be paid at 70% of the gross payment you are requesting. There is a column on the lost time form if an advance was issued to individual(s). The gross amount will be entered in the payroll system and taxed. There must be enough in the gross amount to cover the taxes to be paid.

AFSCME MINNESOTA COUNCIL 5

2009

LOCAL UNION/POLICY COMMITTEE PAYROLL CALENDAR

Payroll request forms must be submitted by **noon on Monday**
 Checks will be mailed on Thursday, Direct Deposit will be in your account on **Friday**

January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
	5	5	6	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September *

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4*	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December *

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4*	5
6	8	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Please note *. Lost time for Sept. 4, 2009 PR is due at the Council 5 office by noon August 31st.
 Lost time for Dec. 4, 2009 PR is due at the Council 5 office by noon Nov 30th.