

Union Payroll Processing Checklist

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| ☐ | Pre-Processing Setup | <ul style="list-style-type: none">• Verify current union rates• Confirm worker classifications• Check CBA effective dates• Review project locations |
| ☐ | Wage Calculations | <ul style="list-style-type: none">• Apply correct base rates• Calculate overtime premiums• Add shift differentials• Verify apprentice rates |
| ☐ | Benefit Processing | <ul style="list-style-type: none">• Health & welfare contributions• Pension fund payments• Training fund contributions• Other specific benefits |
| ☐ | Deduction Management | <ul style="list-style-type: none">• Union dues collection• Assessment fees• Working dues calculations• Special assessments |
| ☐ | Compliance & Reporting | <ul style="list-style-type: none">• Generate required reports• Submit to union offices• Maintain documentation• Schedule next cycle |