

CBA COMPLIANT PAYROLL PROCESSING SHEET

Collective Bargaining Agreement Verification & Calculation Template

EMPLOYER NAME

UNION AFFILIATION / LOCAL NO.

CBA AGREEMENT PERIOD

PAY PERIOD START DATE

PAY PERIOD END DATE

TARGET PAY DATE

EMPLOYEE & CLASSIFICATION PROFILE

EMPLOYEE FULL NAME

EMPLOYEE ID

UNION BOOK / CARD NO.

SENIORITY HIRE DATE

CBA JOB CLASSIFICATION

PAY STEP / TIER

BASE HOURLY RATE (\$)

1. CBA HOURS & EARNINGS CALCULATIONS

CBA PAY CATEGORY	CBA RATE MULTIPLIER	HOURLY RATE (\$)	HOURS WORKED	TOTAL PAY (\$)
Regular Straight Time (Standard Shift)				
Daily Overtime (Post-Shift Rule)				
Weekly Overtime (Accumulated Rule)				
Sixth Day Premium / Saturday Rate				
Seventh Day Premium / Sunday Rate				
Holiday Worked Rate				
Shift Differential (Swing/Night Premium)				
CBA Leave / Paid Time Off (Vacation/Sick)				
Gross CBA Earnings				

2. CBA ALLOWANCES & PREMIUMS (NON-WAGE)

ALLOWANCE CLASSIFICATION	CBA PROVISION REFERENCE	CALCULATION BASIS / RATE	UNITS/DAYS	TOTAL (\$)
Uniform / Protective Gear Allowance				
Tool / Equipment Maintenance Allowance				
Meal / Per Diem Allowance				
Travel / Mileage / Commute Reimbursement				
Total CBA Allowances				

3. MANDATORY UNION DEDUCTIONS & BENEFIT FUNDS

DEDUCTION / CONTRIBUTION CATEGORY	CBA MANDATED RATE / %	EMPLOYEE DEDUCTION (\$)	EMPLOYER SHARE (\$)	TOTAL FUND REMITTANCE (\$)
Union Monthly Dues				
Union Initiation Fee (New Member Installment)				
Union Political Action Committee (PAC)				
CBA Pension Trust Fund Contribution				
Health & Welfare Trust Fund Contribution				
Apprenticeship / Training Trust Fund				
Total Union & Trust Fund Adjustments				

4. NET PAY SUMMARY CALCULATION

Total Gross Wages & Allowances (Sections 1 + 2)	
Less: Union Deductions (Section 3 Employee Share)	
Less: Statutory Taxes (Federal, State, Local, FICA)	
Less: Additional Non-CBA Deductions (Benefits, Garnishments)	
NET PAY DISBURSEMENT	

PAYROLL SPECIALIST SIGNATURE

Date: _____

UNION SHOP STEWARD SIGNATURE (OPTIONAL VERIFICATION)

Date: _____

AUTHORIZING MANAGER SIGNATURE

Date: _____