

# Reading the Computer Printout

*Following is a section on how to read the computer print-out and how to use it in the Local.*

The computer record of membership is divided into two sections. The first section provides eighteen (18) columns of information; the second section provides a summary and totals of the information provided in the first section.

In order to provide some insight into the information contained in the print-out, a copy should be obtained from the Local Secretary-Treasurer and references should then be made to the explanation of each column as listed below, Column 1 is the first column on the left hand side of the print-out headed by the title Pay list No. Columns 2 to 18 follow consecutively left to right.

## 1. Paylist (Columns 1 through 3)

Treasury Board units are paid by DPWGS3 and the pay list is composed of the Department code (3 letters), the pay list number (4 digits) and the Pay office number (2 digits). The department code is used by the system to assign members to the proper component. The pay list and pay office codes are used by the check-off clerks to assign members to the proper local. The pay office number identifies the DPWGS pay office from which the member is being paid.

## 2. Member Name (Columns 4-5)

Member's surname, the initials (up to three) follow the surname.

## 3. I.A.N. (Column 6)

Is a nine digit number, which is a unique agency number (I.A.N.) used by the employer for dues deductions. The system will recognize a member either by this IAN/SIN (if available) or by the PSAC ID.

## 4. PSAC ID (Column 7)

Is a PSAC identification number given by the membership system to a new member (Rand or Full). This number is unique within PSAC and the system will recognize a member by it. This is the number printed on your PSAC membership card.

## 5. R/S (Column 8)

R, if present in the column, indicates a Rand Deductee as opposed to a full member. S appearing in this column means that membership has been revoked either voluntarily or otherwise.

## 6. Barg Group (Column 9)

Is the five digit bargaining group code, also called Bargaining Unit Designator (BUD). Bargaining groups are those for which the Alliance is the Bargaining Agent. Some of the entries may have blanks in this area, indicating that we have not yet been advised of the member's correct BUD number. BUD numbers and the appropriate bargaining unit are listed in the summary section. In some cases, for example GLT (BUD 60300), the last two digits indicate the sub-group, e.g. 60313 GLT-Pipefitting.

## 7. Classification/Level (Columns 10-11)

This identifies the classification and level of the member.

## 8. Salary (Column 12)

The salary is the first step of the salary scale of each classification, and is the salary used to calculate correct monthly dues.

## 9. PSAC (Column 13)

PSAC and the figure above it is the monthly PSAC dues rate.

## 10. Comp (Column 14)

Comp and the figure above it is the monthly Component dues rate.

## 11. Local (Column 15)

Local and the figure above it is the monthly Local dues rate. Since Locals may set their own local dues rate this may vary from zero on up. Every member in your local, however, should be paying the same dues rate.

## 12. Misc (Column 16)

MISC and the figure above it is the monthly Region dues rate. CEIU has a regional structure and these dues fund the regional councils.

## 13. Curr DEDN (Column 17)

Is the current union dues deduction from the member for the month of the report.

## 14. Exception (Column 18)

This is the area provided to print exception or error messages. The following describes the exception messages:

### Exception Messages

#### 1. New deductee

The member is paying dues for the first time and we had previously received a Payroll Identification Form (PIF) from the pay clerk.

#### 2. New deductee – No PIF

The member is paying dues for the first time and we had not previously received a PIF.

#### 3. Reinstated

Member starts paying dues again after being deleted or auto-deleted.

#### 4. Auto deleted

When a member does not pay dues, he/she will appear as times out until a designated number of months (established by the Components), and they will appear as auto deleted for one month and will not appear on subsequent month reports.

#### 5. Deleted

This means a manual transaction to delete a member.

## 6. FR C:01

Member transferred from Component 01

## TO C: 99

Member transferred to Component 99

## FR L: XXXXX

Member transferred from Local XXXXX

## TO L: 00001

Member transferred to Local 00001

For the effective month of transfer, the FR and TO messages will appear in the respective Components check-off books. The following month, the member will appear only in the TO: Component and/or Local with no message.

## 7. FR S:2/TO S:3 or FR S:3/TO S:2

Member went from a Source 2 employer (employees paid by DPWGS) to a Source 3 employer (other than DPWGS) and vice versa.

## 8. Wrong Component

When the system reads the information on the MUD (monthly update data provided by DPWGS) it will try to validate the department code and the Component match. If not valid in the system, the member will get that message and his/her name will appear on a wrong Component report indicating that a transfer has to be done.

## 9. XX Times out

Indicates the number of months for which PSAC has not received dues for the member.

## 10. Name change

This indicates a name change.

## 11. Was times out

You will see this message when a member who had not paid dues the previous month(s) starts paying again.

## 12. CHG Classification/CHG of hours/CHG Dept./CHG BUD

Indicates a manual change to the classification, the hours of work, the department and or/ the BUD.

## 13. MUD Class CHG/MUD Hours CHG/MUD Dept CHG/MUD BUD CHG

Indicates the classification, the hours of work, the department, or the BUD have changed further to information received on the MUD tape.

## 14. Pending

This indicates that the financial transaction(s) for this member appear on the Pending report. On the Pending report, we see all transactions which were not expected by the system – e.g.: unauthorized refund issued by the pay office.

**15. PSAC Rate CHG**

Change to the PSAC dues rate

**Comp Rate CHG**

Change to the Component dues rate

**Local Rate CHG**

Change to the Local dues rate

**Misc Rate CHG**

Change to the Regional dues rate

**16. Class. Rate CHG**

This indicates a change to the classification salary.

**17. MDUE (X)**

This indicates multiple dues deductions and the multiple based on calculation made by the system.

**18. UNAL D 10.00**

This indicates that the member was over deducted \$10.00 of dues. For Source 2 members, the system will issue a refund on the next change tape.

**19. SHT D 10.00**

This indicates that the member was under deducted \$10.00 of dues. For Source 2 members, the system will pick up arrears in the next change tape.

**20. Rand now full**

Indicates that the member signed an application for membership card and his/her status has been changed to Full. The R has been taken off the R/S field.

**21. DEDN ' RFND**

The member was both deducted and refunded the same amount of dues in the same month.

**22. No auto ARR/No auto REF**

This means that the system will not automatically pick up arrears or issue refunds. This message is displayed when the member is in the un-allotted local (XXXXX).

**23. Post a 10.00**

The system received the expected \$10.00 of arrears.

**24. MUD not found**

For Source 2 members not appearing on the MUD tape submitted by DPWGS,

**25. New MUD Record**

Member appears for the first time on the MUD tape submitted by DPWGS.

**26. Susp. Now Rand/Susp. Now Full**

Indicates that the member's membership suspension is over and he/she was given back the status he/she had before the suspension occurred.

## 27. "\*"

Beside the department code indicates a change done by the pay office (which we get via their remittance tape) could be a change of department code and/or pay office and/or pay list number.

### Summary Section

The information on the summary pages at the end of the section listing the individual members provides two summaries:

- a) Analysis of number of deductees by Rand, full and suspended members, broken down into bargaining group number.
- b) Analysis of monies received. This provides a total of distribution both current and arrears, to PSAC, Component, Local and Regional and the amount short deducted. In addition, a total of the amounts over deducted and a count of the number of people over deducted ("Un-allotted"), not deducted ("No Deductions"), multiple deductions and deleted is provided.

### Time Span of corrections

- 1) Name change, BUD and/or classification, hours of work and any other change on employment data has to be reported to the pay clerk. Once the change is made on the employer pay system, it will update the MUD information which will update our system when we process it. Depending on the pay office cut-off date for the MUD, the change will appear either on the current month or the subsequent month check-off listing.
- 2) Changes affecting financial information/dues calculations: when our system recalculated the dues for a member during January check-off process, a transaction will be added to our March change tape to be sent to DPWGS. If the transaction is auctioned by the pay office, it will show in your March check-off listing which you will get around the 4<sup>th</sup> week in April.