**KNOW YOUR RIGHTS!**

We all come to work for a paycheck. Most of the time our pay is correct. Sometimes mistakes are made. The best way to correct a payroll mistake is to

* Download the ADP payroll mobile app for your phone
* Always check your time at one of the Timekeeping Kiosks.
* If you identify a mistake tell your supervisor so it can be corrected immediately.
* If for some reason your pay is shorted you should tell your supervisor and see what solution they come up with to make you fully compensated.

**Know that Document 126 (page 617) of the National Agreement addresses pay shortages of 4 hours or more. It states that**

* Upon employee request, Management will submit pay shortage information into the Payroll System and provide a copy of the correction to the employee.
* The payment will be prepared with the employee’s normal tax deductions.
* The payment will be available to the employee at the plant by the end of the next workday (excluding weekends and holidays).

As always, if you feel you need to elevate your pay concern please ask for your committee person’s representation!