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*Things that are needed in a Payroll Voucher in order the  
Union to process a check.*

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1. If You have never been off the clock and paid by the Union then a I9, W4 Federal & State needs to be completed.
2. Voucher filled out in full & signed by the member.
  - a. Copy of the members approved ATA to cover lost time on 00002809.
    - i. The Union can not pay you if it is your scheduled day off (if it is your day off have your supervisor change your day off or (ZZ) flex your week to get paid.
    - ii. The Union can NOT pay you outside your 8 or 10 hour shift unless previously approved by the MDA Union Council.
  - b. When mileage reimbursement is requested by the member and written in the “reason for claim” section of the voucher, the member must attach a printout from the internet as stated in MDA By-Laws Article III, section1, and subsection b.
  - c. When 401K reimbursement is requested by the member in the “reason for claim” section of the voucher, the member must state if they have a pension or they do not have a pension and attach a pay stub. The pay it is based on the percentage of company loss up to 4% at \$1.00 and 5% & 6% at \$0.50. (MDA By-Laws Article III, Section 1, Subsection i)
  - d. If you do not have a company retirement you get up to 6% at \$1.00.
    - i. Example 1, paystub shows 401k % at 9%, the breakdown is Hourly rate x Hours lost x 5% (no pension 6%) = \$Total.
    - ii. Example 2, Paystub shows 401k % at 5%, the breakdown is Hourly rate x Hours lost x 4.5% (no pension 5%) = \$Total.
  - e. If Retirement is not stated then the lower will be used in calculating the payment

**Note: all paperwork needs to be turned in and authorized for payment by close of business Tuesday of the following week to process the check by Friday. Anyone late will be processed the following week with that paycheck run.**