

APPLICATION FOR RETROACTIVE PAY – Past Employees  
C.U.P.E. LOCAL 30

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**IMPORTANT NOTICE: TO BE ELIGIBLE FOR RETROACTIVE PAY, THIS APPLICATION MUST BE RECEIVED BY THE EMPLOYEE SERVICE CENTRE ON OR BEFORE 4:30 p.m. on March 29, 2012.**  
**Applications received after this date will not be processed.**

\_\_\_\_\_  
(DATE of Application)

**Employee Service Centre**  
**Payroll Processing**  
Human Resources Branch  
Suite 300 – Edmonton City Centre West  
10200-102 Avenue NW  
Edmonton, Alberta  
T5J 4B7  
FAX: 780-496-8329

**SUBJECT: Retroactivity Pay Application – Past Employees**

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In accordance with article 7.02.01 of the CUPE Local 30 Collective Agreement, I am providing written notice of my application for retroactive pay from December 19, 2010 to

**Date of termination of employment:** \_\_\_\_\_.

My payroll number when employed with the City was: \_\_\_\_\_.

Please process my retroactive payment and remit it via direct deposit to the account that was on record at the time I left employment with the City of Edmonton. *(If your bank account information has changed, cross this section out – and attach a new direct deposit form. You can obtain the Direct Deposit form from the Union.)*

If you have any questions, you can reach me at: **Phone Number:** \_\_\_\_\_.

Thank-you,

**Signature:** \_\_\_\_\_

\_\_\_\_\_  
Name of Former Employee **(please print)**

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**REMINDER TO FORMER EMPLOYEES:** *If your bank account information has changed since you left the City's employment – you must provide the direct deposit details to the Employee Service Centre along with this application for retroactive pay.*

**Please forward a copy of this completed application to CUPE Local 30 (Fax: 780-425-7753)**