



READING THE MEMBERSHIP LISTING COMPUTER PRINT-OUT

In general, the computer print-out provides the Local with some necessary statistical information such as the number of members in the Local, as well as the total dues paid to the Local, to the Component and to the PSAC by the members of the Local.

The Computer print-out is the main tool to be used by the Local, to verify the accuracy of its membership and to **ensure that each employee who should be paying union dues is in fact paying**. If there are some discrepancies, the Local is to inform the Component (who will in turn ask for Membership Administration's assistance if need be) or in the case of a Directly Chartered Local, the Membership Administration section of the PSAC.

The print-out also indicates which members are still Rand, therefore alerting the Local as to which member has not yet signed an Application for Membership Card with the PSAC.

The computer record of membership is divided into two sections:

- ⇒ **The first section provides fourteen (14) columns of information.** Column 1 is the first column on the left hand side of the print-out headed by the title Paylist No. Columns 2 to 14 follow consecutively left to right.
- ⇒ **The second section provides a summary and totals** of the information provided in the first section.

1.1 Details Section

“PAYLIST”

For Treasury Board, CPC and other bargaining units which are paid by DPWGS, the payroll is composed of the Department code (3 digits), the payroll number (4 digits) and the Pay office number (2 digits).

The department code is used by the system to validate the combination Component/Department.

The **paylist 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. They are as follows:

08-	Halifax
22-	House of Commons
25-	Montreal
31-	Canada Post Corporation
34-	Toronto
36-	NCR
62-	Edmonton
66-	Vancouver

“MEMBER NAME”

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

“I.A.N.”

Is a seven-digit number with two letter prefix (AX for DPWGS, NV for Nav Canada) which is a unique internal agency number used by the employer for dues deductions. The system will recognize a member either by this IAN or by the PSAC ID.

“PSAC ID”

Is an identification number given by the PSAC 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 PSAC membership card and PIF's.

“R”

- “R” indicates a Rand Deductee;
- “S” indicates that membership has been revoked either voluntarily or otherwise;
- “F” indicates the member is Full.
- “N” indicates the member is not expecting any mailing from PSAC

“BARG GROUP”

Is the five-digit bargaining group code, also called Bargaining Unit Designator (BUD). Bargaining groups are those for which the PSAC 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. For example GLT is BUD 60300, the last two digits indicate the sub-group (e.g. 60313 GLT-Pipefitting.)

“CLASSIFICATION/LEVEL”

Identifies the classification and level of the member.

“SALARY”

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

“PSAC”

PSAC, and the figure above it, is the monthly PSAC dues rate. In the column, it is the PSAC’s portion of dues, as distributed by the system.

“COMP”

COMP, and the figure above it, is the monthly deduction for the Component dues. In the column, it is the Component’s portion of dues, as distributed by the system.

“LOCAL”

LOCAL, and the figure above it, is the monthly deduction for the Local concerned. In the column, it is the local’s portion of dues, as distributed by the system. Since Locals may set their own deduction rates, this may vary from zero on up or it could be a percentage rate.

“MISC”

MISC, and the figure above it, is a fourth distribution on monthly dues which is used by some Components for regional council dues.

“CURR DEDN”

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

“EXCEPTION”

Is the area provided to print exception or error messages. See "Exception Messages" (V-1.2), for a list of these.

Reading the Membership Listing Computer Print-Out

Exception Messages

"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.

"NEW DEDUCTEE - NO PIF"

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

"REINSTATED"

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

"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.

"DELETED"

Manual deletion of a member.

"FR C:01" - Member transferred from Component 01

"To C:99" - Member transferred to Component 99

"Fr L:XXXX" - 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.

"FR S:2/TO S:3"

"FR S:3/TO S:2"

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

"WRONG COMPONENT"

When our system reads the information on the MUD (monthly update data provided by DPWGS or CPC or NAV Canada tape), it will try to validate the department code and the Component match. If not valid in our 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.

“XX TIMES OUT”

Indicates the number of months for which we have not received dues for the member.

“NAME CHANGE”

Indicates a name change. A new plastified card will be sent to that member if the member is **Full**.

“WAS TIMES OUT”

Indicates that a member who had not paid dues the previous month(s) starts paying again.

“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.

“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 been changed further to information received on the MUD tape (received from DPWGS).

“PENDING”

Indicates that the financial transaction(s) for this member appear on the Pending report. On the Pending report, we see all the transactions which were not expected by our system - e.g.: unauthorized refund issued by the pay office. These transactions will be adjusted to the Component’s rebate via Final dues distribution report (previously called Adjustment Sheets) which is sent monthly to the Components.

- “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

“CLASS. RATE CHG”

Indicates a change to the classification salary, actioned by Membership Administration

“MDUE (X)”

Indicates multiple dues deductions and the multiple is based on calculations made by our system.

“UNAL D 10.00”

Indicates that the member was overdeducted \$10.00 of dues. For Source 2 members, the system will issue a refund on the next change tape, unless there is also the message “no auto refund”.

“SHT D 10.00”

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, unless there is also the message “no auto arrears”.

“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 of the “R” field.)

“DEDN = RFND”

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

“NO AUTO ARR/NO AUTO REF”

Means that the system will not automatically pick-up arrears or issue refunds. We get this message when the member is in the unallotted local (XXXXX).

“Post A 10:00”: received arrears of \$10.00 which were expected by the system.

“Post R 10:00”: received a refund transaction of \$10.00 which was expected by the system.

“MUD NOT FOUND”

For Source 2 members not appearing on the MUD tape submitted by DPWGS or CPC.

“NEW MUD RECORD”

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

“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.

(April 2006)