



## SEIU RETRO FAQs

### 1) What is a retro payment?

Retro payments are payments that may be issued after a negotiated collective bargaining agreement (CBA) has been completed, if the negotiations extended beyond the end date of the current CBA.

For example, if a CBA expired on December 31, 2020 but negotiations did not end until March 1, 2021, a retro payment may be made to cover the period between January 1, 2021 and February 28, 2021. Retro payments are not automatic and must be negotiated. The expiration date of the 4 SEIU collective bargaining agreements (Service, Professional, Technical and Clerical) each differ. Accordingly, the retro period for each CBA differs as well.

### 2) How are retro payments calculated?

Retro payments are calculated by identifying all hours worked and paid during the retro period and applies the newly-established CBA wage rates to those hours (including OT, vacation, sick and personal leave days). Essentially, the program calculates the rate difference between an employee's old rate and the new rate. Retro is calculated from the beginning of the CBA effective date (which differs among the 4 CBAs) and the last date of the pay period that coincides with the paycheck the retro is being distributed on.

### 3) Who is entitled to a retro payment?

In order to be eligible for a retro payment, a bargaining unit member must have been a UIC employee on the date the CBA was fully executed, which is November 19, 2020 for each of the four bargaining units – Service, Professional, Technical and Clerical.

### 4) What if I stopped working at UIC after November 19, 2020? Am I still entitled to a retro payment?

Yes. If a bargaining unit member resigned or retired from UIC after November 19, 2020, the employee is still entitled to a retro payment. Payment will be made in the same manner as when the employee was actively working. Therefore, if the employee had direct deposit, the funds would be deposited in that manner.



**5) When will I receive my retro payment?**

UIC processes retro payments for current employees after it has completed processing all negotiated wage increases. It generally takes about 30 days after processing wage increases for UIC to process retro payments for the active employees.

Retro payments for those eligible, who no longer work for UIC, will receive their retro payment sometime after all current employees have been processed. The timetable for those employees is hard to estimate and partly depends on how many ex-employees fit into that category.

Retro payments are included with the normal paychecks that the employee receives.

**6) Who should I contact if I believe my retro payment is incorrect?**

UIC asks that you carefully review your retro payment before reaching out for help. Remember that there may be more than one wage increase that factors into the calculation for a given time period.

For example, there was a 2% wage increase for Year 1 of the new CBA and a 1% increase for Year 2. Retro on hours worked for Year 1 will differ from retro on hours worked on Y2.

If after careful consideration of these calculations you feel you were paid in error, please contact [uichrscivilservice@uillinois.edu](mailto:uichrscivilservice@uillinois.edu) with the specific error you believe occurred.

**7) How is my retro payment taxed?**

Taxes are calculated based on the wages earned and W-4 selections made by the employee. Employees should always consult a tax expert for their individual tax questions.