

## FAQ | Payroll Services

### KFA - Kwantlen Faculty Association Collective Agreement | Pay Increases & Retroactive Pay

Please find information below related to the implementation of pay increases and retroactive pay following the 2020 Kwantlen Faculty Association (KFA) collective agreement renewal. The FAQ is intended for KFA members who worked for KPU during the period April 1, 2019 to October 31, 2020 and may be eligible for retroactive pay.

**1. Where can I find the new collective agreement?**

The new collective agreement is available on the KPU HR SharePoint site.

[KFA Collective Agreement 2019-2022](#)

**2. What are the new pay rates?**

The current pay grids are available on the HR SharePoint site.

[KFA Current Pay Grid](#)

**3. How was I placed on the new salary scale?**

Placements were based on assessments made by Deans.

**4. When did the new pay rates take effect?**

New salary scales took effect November 1, 2020.

**5. What about the work I performed at a lower rate?**

Retroactive pay was issued for the delay in payment for work already performed at a lower rate.

**6. What period of time does my retroactive pay cover?**

April 1, 2019 to October 31, 2020.

**7. Are all of my earnings earned during the period between April 1, 2019 to October 31, 2020, eligible for retroactive pay?**

Retroactive pay applies to most regular earnings, but not all earnings. Retroactive pay does not apply to lump sum / flat fees and also earnings that did not change in the new collective agreement, such as Guided Study Course contracts.

**8. When was my retroactive pay paid to me?**

To ensure accuracy and auditability of records, the majority of retroactive pay is being paid out on three (3) pay dates.

- a. Pay date December 18, 2020 - Regular and non-regular type 2 faculty
- b. Pay date January 29, 2021 – Non-regular type 1 faculty
- c. Pay date March 12, 2021 – Employees or former employees not currently working for KPU or are no longer a KFA member (includes both non-regular type 1 and 2 faculty).

Given the complexities associated with 3<sup>rd</sup> party payments, when to pay retroactive pay to members currently on leave and receiving temporary income support from 3rd parties is still under review.

#### 9. How do I know if I was paid retroactive pay?

Retroactive pay is identified separately on your pay statement. You received retroactive pay if the following earning codes appear on your pay statement:

- Retro Pay; and / or
- Retro Pay-Prior Year

Retro pay and Retro Pay-Prior Year distinguish the calendar year of earnings retroactive pay applies to. For retroactive pay received on Dec 18, 2020, Retro Pay is for 2020 earnings and Retro Pay-Prior Year is for 2019 earnings.

For retroactive pay received in 2021, you will only see Retro Pay-Prior Year on your pay statement for both 2020 and 2019 earnings.

#### 10. If I did not work the entire calendar year, how do I know if I was paid for the periods when I worked?

Shift codes will help identify what pay periods retroactive earnings apply to:

For the Dec 18, 2020 pay statement:

- Shift 1 is for pay periods 1 to 18 (Jan to Aug)
- Shift 2 is for pay periods 19 to 26 (Sep to Dec)

For 2021 pay statements:

- Shift 1 is for pay periods 1 to 18 (Jan to Aug 2020)
- Shift 2 is for pay periods 19 to 26 (Sep to Dec 2020)
- Shift 3 is for pay periods 1 to 18 (Jan to Aug 2019)
- Shift 4 is for pay periods 19 to 26 (Sep to Dec 2019)

On your pay statement, Earnings and Shift codes will appear as follows:

#### Earnings

Title	Earnings	Shift	Hours or Units
School of Business Instructor	Basic Pay	1	
	Retro Pay \$ & or Hours	1	1.00
	Retro Pay \$ & or Hours	2	1.00
	Retro Pay-Prior Year \$	1	1.00
	Retro Pay-Prior Year \$	2	1.00

#### 11. How do I get my pay statement?

If you have a Kwantlen email address ([firstname.lastname@kpu.ca](mailto:firstname.lastname@kpu.ca)), you can access your pay statement via Employee Self-Service. Click here for [Login instructions](#). If you do not have a KPU email address, your pay statement was mailed to your home address.