

02/14/08

**ATTENTION ALL PFT PROFESSIONAL
EMPLOYEES**

IMPORTANT PAYROLL NOTICE

**PAYMENT OF RETROACTIVE ACROSS THE BOARD
RAISES, LONGEVITY, TPI, ITL AND EDUCATIONAL
INCREMENTS**

Any new and/or retroactive payments due an employee for the above categories will be included in the first paycheck in February (February 14). The retroactive amounts will include payment to employees who should have received payments from **September 2007-January 2008**.

Employees who receive retroactive payments will see an earnings line that is titled Retro Pay Prior Year (2007 amounts), Retro Pay Salary Increase (January 2008 amount), Retro Pay ITL (January 2008 amount), Retro Pay Longevity (January 2008 amount), Retro Pay Education (January 2008 amount) and/or Retro Pay TPI (January 2008 amount) in the Hours and Earnings box on their paychecks. There will be an amount in the Current column on the paycheck that is the full retroactive payment for the appropriate category.

The first paycheck in February (February 14) will be fully accurate in terms of any across the board raises, longevity, TPI, ITL and educational increments that an employee should be receiving, but that first paycheck in February will not yet include any step increments or step increment retroactivity to which an employee is entitled. Employees who are entitled will receive those payments in the second paycheck in February (February 29).

If an employee has questions regarding to the above payments please contact the Call Center at 412-390-2790 or email zz-trouble@pghboe.net.