

Provincial HR Shared Services

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CUPE Support Sector Terminated Employees – Request For Retroactive Payment Form

**** Complete this only if you are currently terminated or if you previously terminated from another Employer Organization on or after April 1, 2024 and are now paid from a different payroll system with your new employer ****

The application deadline for terminated employees is:

- February 19, 2025 for Northern Health Region Employer Organization
- February 25, 2025 Southern Health Employer Organization (CUPE Facility Support)
- April 16, 2025 for Shared Health, Southern (CUPE- Community Support),and WRHA/Churchill Employer Organizations

As a result of the ratification of the Collective Agreement between the employer and the union:

- If you resigned or retired you may be eligible for retroactive increases per the terms of the collective agreement.
- You **must** complete this form and email it to your former employer to apply to receive any eligible retroactive payment.
- Your request (if eligible) will be processed and deposited into your existing bank account on file with your previous employer.
- If your banking information has changed since your employment ended, you must complete the banking information form.
- Both the request for retroactive payment form and the Direct Deposit form must be emailed together to the payroll office of your former employer. Contacts and email addresses for all offices found below.

Employee's Information

First Name

Last Name

Employee ID#

Personal Email

Name of the employer you terminated from
(Former employee is requesting retro payment from)

Date of retirement/resignation
(DD-MMM-YYYY)



Social Insurance Number
(SIN)

Address

Unit/Apt#

Street Number

Street Name

P.O. Box

City

Province

Postal Code

Banking Information (Only complete this if your information on file has changed) (To authenticate the change in banking info.)

Has your banking information changed?

Phone number

If **yes**, you **must attach** a scanned copy of a **void cheque or a letter from the bank** verifying your bank account information via email.

Check this box to confirm you have attached a scanned copy of a VOID cheque or a letter from the bank.

Signature

Date

(DD-MMM-YYYY)

Please email your retroactive request form and banking information in the same email to the appropriate contact email below for your former employer.

Employer Organization	Contact
Interlake	<ul style="list-style-type: none"> • Betel sites - gprise@ierha.ca • IERHA Direct Operations - payroll@ierha.ca
Northern	<ul style="list-style-type: none"> • payroll@nrha.ca
Prairie Mountain	<ul style="list-style-type: none"> • PMH Direct Operations - dapayroll@pmh-mb.ca • Ste. Rose/Dr. Gendreau/Winnipegosis - mquennelle@pmh-mb.ca
Southern Health	<ul style="list-style-type: none"> • Payrollsupport@southernhealth.ca
Shared Health	<ul style="list-style-type: none"> • CancerCare Manitoba - ccmbpayroll@cancercare.mb.ca • Eden Mental Health Centre - dfehr4@edenhealth.mb.ca • Rehabilitation Centre for Children - kizzyp@rccinc.ca • Shared Health Direct Operations - RetroRequest@wrha.mb.ca
WRHA/Churchill	<ul style="list-style-type: none"> • All sites on SAP - RetroRequest@wrha.mb.ca
Non-SAP Employers	<ul style="list-style-type: none"> • Actionmarguerite (Saint-Boniface) payroll@actionmarguerite.ca • Actionmarguerite (Saint-Vital) payroll@actionmarguerite.ca • Actionmarguerite (St. Joseph) payroll@actionmarguerite.ca • Bethania Mennonite Personal Care Home kim.fedorowich@bethania.ca • Centre de santé Saint-Boniface fndaruhutse@centredesante.mb.ca • Donwood Manor payroll@donwoodmanor.org • Fred Douglas Lodge Society gobirek@fdl.mb.ca • Golden Links Lodge Allison.delaurier@goldenlinks.mb.ca • Holy Family Home snamaka@holyfamilyhome.mb.ca • Klinik Community Health ehudson@klinik.mb.ca • Lions Health Centre Personal Care Home hlearning@lhc.ca • Luther Home chermosisima@lutherhome.mb.ca • Manitoba Baptist Home Society (Meadowood Manor) cliessens@meadowood.ca • Mount Carmel Clinic payroll@mountcarmel.ca • Nine Circles Community Health Centre mpayne@ninecircles.ca • NorWest Co-op Community Health Centre nwc_accounts_payable@norwestcoop.ca • Pembina Place Mennonite Personal Care Home kim.fedorowich@bethania.ca • Sexual Education Resource Centre Manitoba-invoice@serc.mb.ca • Southeast Personal Care Home- knquyen@sepch.ca or TPham@sepch.ca • The Convalescent Home of Winnipeg payroll@tchw.com • The Saul and Claribel Simkin Centre Personal Care Home (The Simkin Centre) renee.gray@simkincentre.ca • Women's Health Clinic lnabess@womenshealthclinic.org