

Understanding Your Caterpillar Payslip

Employee Compensation Change: Compensation rate increase was submitted late



Purpose:

- This payslip guide is designed to help you understand your payslip, so you know how your pay and deductions are calculated each pay period.
- Our goal is to help you feel confident reviewing your payslip and know where to go if you have questions.

Understanding Your Payslip

Hours and Earning Section

Payslip Example:

- ✓ Hourly Employee
- ✓ Paid Weekly

Current Pay Period: March 30 – April 5, 2026

Hours & Earnings					
Description	Dates	Hours	Rate	Amount	YTD
Holiday Pay		0			
NSP OT	03/30/2026 - 04/05/2026	1.15	3	3.45	
Overtime 1.5	03/30/2026 - 04/05/2026	1.15	31.975	36.78	
Performance Bonus		0			
Premium Pay	03/30/2026 - 04/05/2026	40	2	80.00	
Regular Pay	03/30/2026 - 04/05/2026	40	20.64	825.60	
Regular Pay	03/02/2026 - 03/08/2026	-38.32	19.12	-732.68	
Regular Pay	03/02/2026 - 03/08/2026	38.32	20.64	790.93	
Regular Pay	03/09/2026 - 03/15/2026	-37.78	19.12	-722.36	
Regular Pay	03/09/2026 - 03/15/2026	37.78	20.64	779.78	
Regular Pay	03/16/2026 - 03/22/2026	-39.48	19.12	-754.86	
Regular Pay	03/16/2026 - 03/22/2026	39.48	20.64	814.87	
Regular Pay	03/23/2026 - 03/29/2026	-32.75	19.12	-626.18	
Regular Pay	03/23/2026 - 03/29/2026	32.75	20.64	675.96	
Vacation Pay	03/09/2026 - 03/15/2026	-2	19.12	-38.24	
Vacation Pay	03/09/2026 - 03/15/2026	2	20.64	41.28	
Hours & Earnings				1,174.33	

4 Night Shift Premium (NSP) Overtime

- 1.15 hours
- \$3.00

3 Overtime Pay

- 1.15 hours
- \$31.975

2 Premium Pay

- 40 hours
- \$2.00

1 Regular Pay

- 40 hours
- \$20.64

! Compensation rate increase was submitted late

- Required a backdated compensation change for March 2 to March 29

Retro entries correct something already paid in a prior paycheck. The system removes the original pay (negative line) and replaces it with the correct amount (positive line).

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Hours & Earnings				1,174.33	

Removed =
Added =

1 Incorrect Pay

- \$19.12

Removed the original pay rate

2 Correct Pay

- \$20.64

Added the updated/correct pay rate

3 Pay rate adjusted for all 4 weeks

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Continued...



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Removed
Added

1

Vacation Pay Adjusted

- - 2 hours at \$19.12
- +2 hours at \$20.64

Vacation Pay

- ✓ An adjustment was made for vacation hours and pay
- ✓ We subtracted 2 hours at the original pay rate
- ✓ We added back 2 hours at the increased/ updated pay rate

Payslip Tips for Employees



- Look at the current period earnings
- Look for negative lines (where we removed hours or earnings)
- Match them with positive replacements
- Calculate the net change



If you have any further questions, please contact your local HR Business Partner.