Understanding Your Caterpillar Payslip

Retro Pay Adjustment: Vacation Time Entered After Payroll Completed

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:
✓ Management Employee
✓ Paid Monthly

Current Pay Period: Nov 1– Nov 30, 2026

1 **Regular Pay**
- 152 hours → $14,424.80

Hours & Earnings						
Description	Dates	Hours	Rate	Amount	YTD Hours	YTD Amount
Regular Pay	11/01/2025 - 11/30/2025	152	0	14,424.80	1728	148,702.68
STIP			0		0	87,041.91
Vacation Pay	11/01/2025 - 11/30/2025	8	87.2467	697.98	168	14,621.11
Floating Holiday			0		8	661.59
Regular Pay	10/01/2025 - 10/31/2025	-176	0	-14,424.80		
Regular Pay	10/01/2025 - 10/31/2025	164	0	13,377.84		
Vacation Pay	10/01/2025 - 10/31/2025	-8	87.2467	-697.98		
Vacation Pay	10/01/2025 - 10/31/2025	20	87.2467	1,744.94		
Hours & Earnings				15,122.78		251,027.29

2 **Vacation Pay**
- 8 hours at $87.2467 → $697.98

Vacation Pay Adjustments *(employee entered 12 additional hours of vacation time after October Payroll had run)*

Retro Adjustment for Previous Period (October 1–31, 2025)

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).

= Removed
= Added

1 **Regular Pay**
- -176 hours
- -$14,424.80

Removed the original hours and pay

Hours & Earnings						
Description	Dates	Hours	Rate	Amount	YTD Hours	YTD Amount
Regular Pay	11/01/2025 - 11/30/2025	152	0	14,424.80	1728	148,702.68
STIP			0		0	87,041.91
Vacation Pay	11/01/2025 - 11/30/2025	8	87.2467	697.98	168	14,621.11
Floating Holiday			0		8	661.59
Regular Pay	10/01/2025 - 10/31/2025	-176	0	-14,424.80		
Regular Pay	10/01/2025 - 10/31/2025	164	0	13,377.84		
Vacation Pay	10/01/2025 - 10/31/2025	-8	87.2467	-697.98		
Vacation Pay	10/01/2025 - 10/31/2025	20	87.2467	1,744.94		
Hours & Earnings				15,122.78		251,027.29

2 **Regular Pay**
- +164 hours
- +$13,377.84

Added back the updated/ correct hours of pay based on including the additional 12 hours of vacation time

Continue

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Retro Pay Adjustment

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Understanding Your Payslip

Continued…

Payslip Example:
- ✓ Management Employee
- ✓ Paid Monthly

Vacation Pay Adjustments *(employee entered 12 additional hours of vacation time after October Payroll had run)*

Retro Adjustment for Previous Period (October 1–31, 2025)

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).

= Removed

= Added

1 **Vacation Pay Removed**
- 8 hours; -$697.98

Hours & Earnings						
Description	Dates	Hours	Rate	Amount	YTD Hours	YTD Amount
Regular Pay	11/01/2025 - 11/30/2025	152	0	14,424.80	1728	148,702.68
STIP			0		0	87,041.91
Vacation Pay	11/01/2025 - 11/30/2025	8	87.2467	697.98	168	14,621.11
Floating Holiday			0		8	661.59
Regular Pay	10/01/2025 - 10/31/2025	-176	0	-14,424.80		
Regular Pay	10/01/2025 - 10/31/2025	164	0	13,377.84		
Vacation Pay 1	10/01/2025 - 10/31/2025	1 -8	87.2467	1 -697.98		
Vacation Pay 2	10/01/2025 - 10/31/2025	2 20	87.2467	2 1,744.94		
Hours & Earnings				15,122.78		251,027.29

2 **Vacation Hours Added**
- +20 hours; +$1,744.94

- ✓ *Vacation time had to be adjusted, so we removed the original 8 hours, which subtracts pay.*
- ✓ *We then added the additional 12 hours the employee took plus the original 8 hours, which equals 20 hours.*
- ✓ *We added 20 hours of vacation in total.*

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.

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