

Claims Processing

The Member's Responsibility

1. On the day you make your claim:

A. Make a copy of both the claim and the working time slip. If relative status (runarounds, earnings) is part of the claim, take a snapshot of the board or boards involved.

B. Save all paperwork that tends to support your claim including call sheets, lists or other instructions.

C. Make a written statement describing what took place; sign and date it. If appropriate, have others provide you with their written statement.

2. If denied on your paycheck stub call the shortage clerk:

A. Ask for a review of your claim.

B. If appropriate, explain why you feel your claim is valid.

C. Ask for a copy of the review response (Heat Ticket) be sent to your local chairperson. Supply the email address if necessary.

Eddie Beasom	eddiebeasom@yahoo.com
KC Berg	kberg1@surewest.net
Norm Gillan	nrgillan@comcast.net
David Patenaude	dwpat1@sbcglobal.net
Daryl Stinchfield	Daryl.Stinchfield@att.net

3. If the review response (Heat Ticket) is negative, assemble the documentation, one package for each claim and leave in the union box. Each package should contain:

A. All items from Step One, above;

B. A copy of your paycheck stub showing the denial number;

C. A printout of the shortage clerk's review response.

This is what the local chairperson needs from you to process your claim. A claim submitted without the necessary support documentation/information is doomed to fail. There is no shortcut. If the claim is important to you, you have to help get it paid.