



HOW TO DETERMINE WHEN YOUR STEP RAISE IS DUE

IMPORTANT: USE YOUR STEP RAISE LETTER — NOT THE PORTAL

Your most recent step raise letter is the correct starting point for determining when your next raise is due. Do not use the portal total to calculate your raise date.

Your Responsibility

The JATC does not have access to your paystubs and cannot monitor your pay rate. It is the apprentice's responsibility to track work hours to determine when the required number of hours has been reached and confirm that the employer advances the pay rate.

Use Your Step Raise Letter and Paystubs

Example: If your letter states, "As of the end of [Month], you had 2,750 hours toward the 3,000 hours required to advance to Pay Period 4."

Step Raise Letter	2,750 hours
Hours worked <u>after</u> the month indicated on the letter	+250 hours
Total	3,000 hours
Result	Eligible for Pay Period 4

Start with the 2,750 hours listed on the letter and add your subsequent weekly hours worked. You become eligible for the Pay Period 4 rate when you reach 3,000 hours.

DO NOT USE THE PORTAL TO DETERMINE YOUR HOURS

The JATC receives work hours from employers monthly, so portal hours are not current. School hours are added to your JATC record once each year after the school year is successfully completed. As a result, the portal may show more hours than your most recent step raise letter.

Please Note

Additional hours in the portal do not mean you are owed retroactive pay. School hours are applied toward a future step raise. They are not used to recalculate a raise that has already been approved. This process prevents school hours from being added after a raise has already been processed and creating retroactive wage obligations.

Reaching Pay Periods 9 & 10 requires additional steps, including taking the licensure exam and successfully completing Year 4 of the apprenticeship.

SCAN THE CODE BELOW FOR ADDITIONAL STEP RAISE INFORMATION

