SUBMITTING FOR UNA FUNDING

When funded by UNA, UNA members need to submit a Union LOA request and/or an Expense Claim to UNA to receive payment. Union LOAs and Expense Claims must be submitted in DMS or on the UNA app using your UNAnet account login. UNA workshop funding criteria is found at education.una.ca/workshops/.

ENSURE YOU SELECT THE CORRECT FUNDING TYPE!

For UNA workshops, participants are usually provincially funded to attend. The app defaults to local funding and must be changed to provincial funding before submission.

Do I need to submit an LOA Request or an Expense Claim?

UNION LOA

Request a Union LOA before the event if:

- **You are scheduled to work during the event** (unless your Employer does not have salary continuance - see list on next page).
- **You have a shift either before or after the event** (abutting shift) that does not allow for a minimum of 10 hours between the shift and leaving for or arriving home from the event (UNA Funding Policy 20). Abutting shifts must be approved in advance by the UNA Secretary-Treasurer.

Union LOA Request Process:

1. Submit the LOA request to UNA in DMS as far in advance as possible.
2. Wait for UNA to approve the request.
3. Take the UNA letter emailed to you to your manager to request the LOA.
4. Mark the LOA as "Accepted" in DMS.

EXPENSE CLAIM

Submit an Expense Claim after the event if:

- **You attended the event on your day off.** Submit an Expense Claim for the funded hours (7.75 hours for a provincially funded workshop).
- **Your Employer does not have salary continuance** (see list on next page). If so, submit an Expense Claim at your Basic Rate of Pay for the actual hours of your shift and click the "LOA" box on the claim.
- **You have other covered expenses such as hotel, mileage, or meals.** Submit an Expense Claim and attach receipts. (Meals and mileage do not require receipts.)

To submit an Expense Claim, you must provide:

1. **Direct deposit information.** Enter your direct deposit information directly into DMS.
2. **Tax information.** If you do not have TD1 forms on file, fill out both the Alberta and Federal TD1 forms on DMS.
   Note: "Employee number" is your UNA member ID number. "Total claim amount" (bottom line) should be $0.00. Be sure to sign and date each form.

Contact finance@una.ca for assistance.

Employers without Salary Continuance Union LOAs

Members with Union LOAs from the following Employers do not submit a Union LOA request to UNA. Instead, they must submit an Expense Claim in DMS after the event for the hours of the missed shift(s) and click the "LOA" box on the claim.

- Canadian Blood Services
- Extendicare
- Haven of Rest/Sunnyside Medicine Hat

Further Information

Online Tutorials

- Submitting Expense Claims and LOA Requests online tutorial

Walkthrough Documents

- Expense Claim Walkthrough
- How to Create a UNAnet Account

Resources on help.una.ca

- How to Add/Update Direct Deposit Information
- LOA Requests Help Page
- Expense Claims Help Page
- Submitting TD1 Forms on DMS