

DOCUMENTS TO TRANSMIT TO JUSTIFY THE CANCELLATION OF A CLAIM

TYPE OF ERROR OR SUBJECT OF THE CLAIM	PAYROLL REGISTER	TIME SHEET	RECORD OF EMPLOYMENT
Hour (incorrect amount or non-reported hours)	✓	✓	
Wage (incorrect amount or non-reported)	✓		
Hourly rate (incorrect or non-reported)	✓		
Holiday (incorrect or non-reported amount, or wrongly reported)	✓		
4 hours indemnity (section 3.07)	✓	✓	
Combined wages (two weeks together) <ul style="list-style-type: none"> • <i>transmit the documents related to the concerned two weeks</i> 	✓	✓	
Reversed wages (reversed weeks) <ul style="list-style-type: none"> • <i>transmit the documents related to the concerned two weeks</i> 	✓	✓	
Combined employees (two employees together) <ul style="list-style-type: none"> • <i>transmit the documents of the two employees for the concerned period</i> 	✓	✓	
Wages adjustment reported as regular wages (instead of supplementary wages) <ul style="list-style-type: none"> • <i>transmit the documents related to the claimed week and the week of the adjustment</i> 	✓	✓	
Negative wages adjustment reported as regular wages <ul style="list-style-type: none"> • <i>transmit the documents of the claimed week and the week of the negative adjustment</i> 	✓	✓	
Paid vacation non-reported <ul style="list-style-type: none"> • <i>transmit the documents for each payment done during the reference year</i> 	✓		
Termination of employment non-reported or wrongly reported <ul style="list-style-type: none"> • <i>prove the payment of indemnity</i> 	✓		✓
Claims will be verified only upon reception of ALL the relevant documents AND the payment, if applicable.			