

Calendar of Events -Unifor Severance Payment Framework

Step	# Bus. Days	Activity
1A	5	Validation of Severance file vs legal criteria
1B	5	Validation of the Navistar severance by Unifor
1C	5	Handling exceptions or issues; Finalize
2	7	Update master payroll file for eligible employees
3	5	Mail address notification/covering letter
4	15	Return Mail address notification to Navistar
5	5	Update payroll file - address & values
6	5	Validate ADP payroll file
7	1	Run ADP payroll file
8	2	Print, sign, & mail cheques
9	<u>5</u>	Expected cheque receipt by employee