

MRM-Strike Forms Tutorial

Forms D and F – Chairperson



Hi again, this tutorial is for the Chairperson on how to fill out Forms D and F in MRM-Strike Forms.

But first, Form D...

CUPE-SCFP Isabelle Dault

[Minimize](#)

Strike Forms

- Dashboard
- Strikes
- Reports
- Manage Members

Strikes **Strike L2722** **Daily Report List** **Daily Report Detail**

Daily Report and Strike Pay Tally Pending

In accordance with article 4.1, each member applying for strike pay must appear on the daily report.

[Back to Summary](#)

Local Union No. Name of Employer Town/City Province

Report Date Shifts Location Picket Captain

Timesheets [Add](#) [Scan QR Code](#)

	Name	Time In	Time Out	Type of picket duty or other assigned duties	Time In Capture Type	Time Out Capture Type
☐		09:30 AM	02:00 PM	Picket Captain	Manual	Manual
☐		10:00 AM		Picketer	Manual	
☐		09:45 AM		Picketer	Member QR code scanned	
☐		10:00 AM		Picketer	Member QR code scanned	
☐				Picketer		
☐		10:00 AM		Picketer	Member QR code scanned	
☐		10:00 AM		Picketer	Member QR code scanned	

Total Records: 32 Results To Show

Information above is accurate, verified and signed on

Form A Submitted
Form B Submitted
Form C Re-submitted
Form D Pending
Form E Pending
Form F Completed
Form G
Form H

The first step is to navigate to Form D.

Form D - Strike Fund Report Summary

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Strikes

Strike L.2722

Strike Fund Report Summary

Local Union No. 2722

Name of Employer OZFAM CANADA

Town/City Ottawa

Province Ontario

Weekly Strike Fund Reports [Add](#)

Week Number	Start Date	End Date	No. of members applying for strike pay	TOTAL FOR THE WEEK	Total A	Total B	Total C (A + B)	Total D	Balance of C-D	Status
Total Records: 2										

10 Results To Show

Form A Submitted

Form B Submitted

Form C For-submitted

Form D Pending

Form E Pending

Form F Completed

Form G

Form H

In order for the system to know which week of the strike you are in, you must create a new Form D and save it. Start by clicking on Add.

Form D - Strike Fund Report Summary

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Local Union No. 2722

Name of Employer

Town/City Ottawa

Province Ontario

Form ID

Strike Forms

Dashboard

Strikes

Reports

Manage Members

Date of form completion 22-Jun-2026

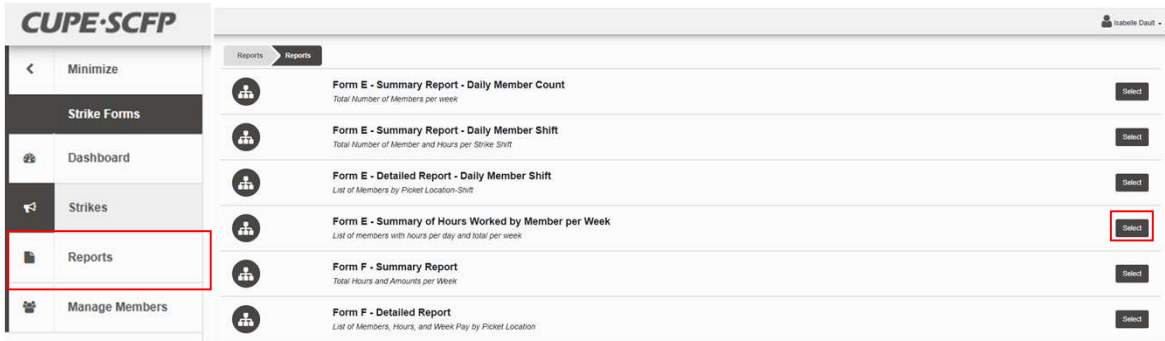
From 11-Jun-2026 To 17-Jun-2026 No. of members applying for strike pay 55

Comments

Save

Enter the first day of the strike under From and the 7th day of the strike under To. Then enter the total number of members applying for strike pay. You will find this by adding up your Form E totals for the first day of the strike. Then scroll to the bottom of the screen and click Save.

Report required to fill Forms D and F



Now you will want to generate the correct report in order to begin filling Form F. Click on Reports on the left-hand menu. Select Form E – Summary of Hours Worked by Member per Week. Click on Select.

Report required to fill Forms D and F

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Reports > Reports > Report Information

Strike Forms

List of members with hours per day and total per week

Strike: CUPE Local 2722-Ordem Canada

Language: English

Local Union: 2722

Name of Employer: OXFAM CANADA

Town/City: Ottawa

Province: Ontario

Week: **Week 1**

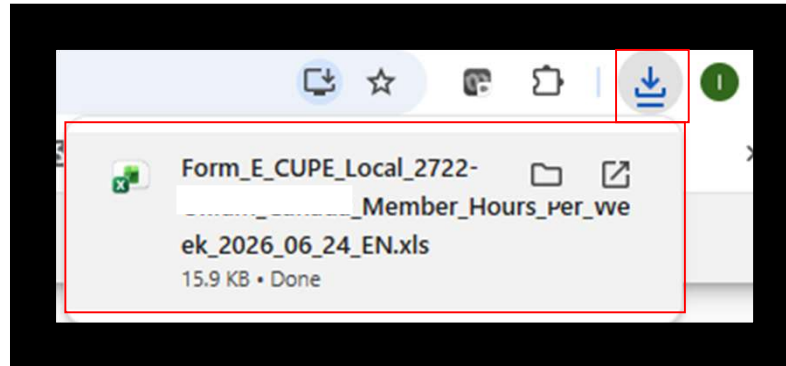
Hours Worked: All

Week 1 - 11 Jan 2026 To 17 Jan 2026

Generate Report Cancel

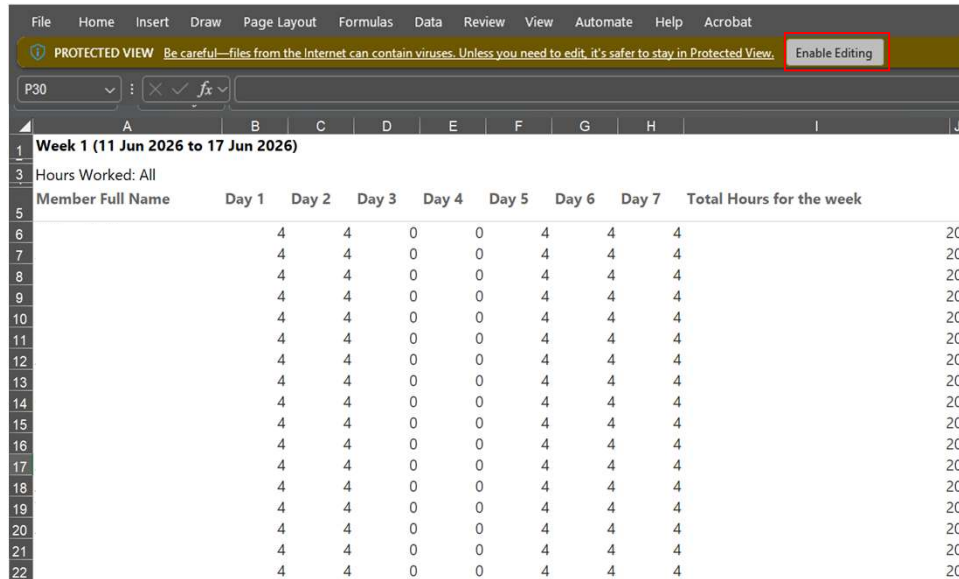
Click on the drop-down menu under Week and select Week 1. Then click on Generate Report.

Report required to fill Forms D and F



Depending on your browser, you should see the Downloads pop-up somewhere on your browser with an Excel file called Form_E_CUPE_Local and your local number. Double-click on the pop-up to view the report.

Counting the members who worked 20 or more hours



The screenshot shows an Excel spreadsheet in Protected View. The ribbon at the top includes File, Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate, Help, and Acrobat. A yellow warning bar states: "PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View." The "Enable Editing" button is highlighted with a red box. The spreadsheet content is as follows:

Week 1 (11 Jun 2026 to 17 Jun 2026)								
Hours Worked: All								
Member Full Name	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Total Hours for the week
	4	4	0	0	4	4	4	20
	4	4	0	0	4	4	4	20
	4	4	0	0	4	4	4	20
	4	4	0	0	4	4	4	20
	4	4	0	0	4	4	4	20
	4	4	0	0	4	4	4	20
	4	4	0	0	4	4	4	20
	4	4	0	0	4	4	4	20
	4	4	0	0	4	4	4	20
	4	4	0	0	4	4	4	20
	4	4	0	0	4	4	4	20
	4	4	0	0	4	4	4	20
	4	4	0	0	4	4	4	20
	4	4	0	0	4	4	4	20
	4	4	0	0	4	4	4	20
	4	4	0	0	4	4	4	20
	4	4	0	0	4	4	4	20
	4	4	0	0	4	4	4	20
	4	4	0	0	4	4	4	20
	4	4	0	0	4	4	4	20
	4	4	0	0	4	4	4	20
	4	4	0	0	4	4	4	20

The Excel report will either open in your browser or directly in Microsoft Excel, depending on your settings. Once in Excel, click on Enable Editing if you wish to save the report. To calculate how many members worked more than 20 hours, subtract the last row number (e.g. 22) from 5 (the first member is on row 6). This would give you a total number of 16 members who worked 20 or more hours in the first week of the strike. Keep a note of this number, you will need it for Form F.

Counting the members who worked less than 20 hours

	A	B	C	D	E	F	G	H	I
5	Member Full Name	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Total Hours for the week
44	1	4	4	0	0	4	3	4	19
45	2	4	3	0	0	4	4	4	19
46	3	4	5	0	0	4	0	5	18
47	4	4	4	0	0	4	4	0	17
48	5	4	4	0	0	4	0	4	16
49	6	4	4	0	0	4	0	4	16
50	7	4	4	0	0	0	4	4	16
51	8	4	4	0	0	4	0	4	16
52	9	4	4	0	0	0	3	2	13
53	10	5	4	4	0	0	0	0	13
54	11	4	4	0	0	4	0	0	12
55	12	4	0	0	0	4	0	4	12
56	13	4	4	0	0	0	0	0	8
57	14	4	0	0	0	0	0	0	4
58		1	0	0	0	0	0	0	1
59									200

$$200 / 14 = 14.29$$

To calculate how many hours the rest of the members worked, you need to scroll down and do some math.

First add the total number of members. Cell 58 minus cell 44 = 14 therefore there are 14 members who worked less than 20 hours.

Then, add the number of total hours. In our example it equals 200 hours.

Now divide 200 by the number of member. $200 / 14 = 14.29$ – this means that the average of hours worked by these 14 members = 14.29. Keep these numbers close by for Form D.

Filling out Form D

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Strikes

Strike L2722

Strike Fund Report Summary

Local Union No. 2722

Name of Employer

Town/City Ottawa

Province Ontario

Weekly Strike Fund Reports < Add >

Week Number	Start Date	End Date	No. of members applying for strike pay	TOTAL FOR THE WEEK	Total A	Total B	Total C (A + B)	Total D	Balance of C-D	Status
-------------	------------	----------	--	--------------------	---------	---------	-----------------	---------	----------------	--------

Total Records: 2

10 Results To Show

Form A Submitted

Form B Submitted

Form C Re-submitted

Form D Pending

Form E Pending

Form F Pending

Form G

Form H

Locations

Shift Schedules

Manage Strike Committee

Member Communication

Return to your browser. Navigate to Form D by clicking on it in the right-hand menu. Then click Add.

Filling out Form D

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Minimize Strikes Strike L.2722 Strike Fund Report

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Strike Fund Report - Form D No.

[Back to Summary](#)

Local Union No. 2722 Name of Employer Town/City Ottawa Province Ontario

Date of form completion dd-mm-yyyy

From 11-Jun-26 **To** 17-Jun-26 **No. of members applying for strike pay *** 30

Comments

0 Members at \$350 per week (at least 20 hours of approved strike duties) = \$ 0.00

0 Members at \$17.5 per hour for 0 hours during week 1 to 5 = \$ 0.00

TOTAL FOR THE WEEK \$ 0.00

Form A Submitted

Form B Submitted

Form C Re-submitted

Form D Pending

Form E Pending

Form F Pending

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Member Communication

Make sure the dates are correct. From should be the first day of the strike. To should be the 7th.

Enter the total number of members that appeared on the Report Form E. In our example we had 16 members who worked 20 or more hours and 14 who worked less.

Filling out Form D

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Strike L.2722

Strike Fund Report

Strike Fund Report - Form D No.

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Local Union No. 2722

Name of Employer

Town/City Ottawa

Province Ontario

Date of form completion dd-mm-yyyy

From 11-Jun-26 To 17-Jun-26 No. of members applying for strike pay * 30

Comments

16	Members at \$350 per week (at least 20 hours of approved strike duties) =	\$ 5,600.00
14	Members at \$17.5 per hour for 14.29 hours during week 1 to 5 =	\$ 3,501.05
TOTAL FOR THE WEEK		\$ 9,101.05

Form A Submitted

Form B Submitted

Form C Re-submitted

Form D Pending

Form E Pending

Form F Pending

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You'll then enter 16 for the number of members who worked at least 20 hours and 14 for the members at \$17.5 per hour for...

Then, for the number of hours it's from the calculation we did of $200 / 14$ which equals 14.29. We recommend rounding to 2 decimals maximum.

And just like that, the totals will appear in the grey boxes on the right.

Filling out Form D

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Local strike fund accounting

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Any strike income detail [< Add >](#)

Description	Value
☐	\$0.00
☐	\$0.00
☐	\$0.00

Balance of local strike fund from previous report Total A

Strike expenses detail [< Add >](#)

Description	Value
☐	\$0.00
☐	\$0.00
☐	\$0.00

Total B : \$0.00 Total C (A + B): \$

Information above is accurate, verified and signed on

dd mm- yyyy

[Click Here To Sign](#)

Chairperson, Strike Benefits Committee (Lisa Gunn) CUPE National Representative (Amanda Gomm)

The next half of Form D is for you to do your strike fund accounting. You'll want to note money coming into the account and why, as well as money coming out of the account and why.

Click on <Add> next to income or expenses and write out what you would like to.

Filling out Form D

Add Strike Income Detail

Description *

Value *

Cell phone battery banks

\$ 123.65

Add

Cancel

An example would be cell phone battery charger banks for Picket captains. Add the value and click on Add.

Signing Form D

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Local strike fund accounting

Minimize

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Any strike income detail [Add](#)

Description	Value
☐	\$0.00
☐	\$0.00
☐	\$0.00

Balance of local strike fund from previous report Total A

Strike expenses detail [Add](#)

Description	Value
☐	\$0.00
☐	\$0.00
☐	\$0.00

Total B : \$0.00 Total C (A + B): \$

Information above is accurate, verified and signed on

dd mm-yy

[Click Here To Sign](#)

Chairperson, Strike Benefits Committee CUPE National Representative

[Send for signature](#) [Save](#)

When complete, sign the Form and click Save. Then click Send for signature and the system will email the Staff Representative to review, sign and submit it.

Form F - Strike Duty Report and Cheque Distribution

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Strikes

Strike L.2722

Strike Duty Report and Cheque Distribution

Strike Forms

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Strike Duty Report and Cheque Distribution - Form F

Print as many copies of this blank form as needed.

Blank Report

Local Union No. 2722

Name of Employer

Town/City Ottawa

Province Ontario

< Add >

Week Number	From Date	To Date	Location Name	Picket Captain	Status
-------------	-----------	---------	---------------	----------------	--------

Form A Submitted

Form B Submitted

Form C Re-submitted

Form D Pending

Form E Pending

Form F Pending

Form G

Form H

Locations

Shift Schedules

Manage Strike Committee

Member Communication

Congratulations! Now it's time to pay your members! Navigate to Form F. Click <Add>.

Form F - Strike Duty Report and Cheque Distribution

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Minimize Strides Strike L.2722 Strike Duty Report and Cheque Distribution Duty Report and Cheque Distribution

Strike Forms

- Dashboard
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Strike Duty Report and Cheque Distribution

Each cheque made payable to striking members must be accounted for and members must sign Form 'F' before getting their cheques. Print as many copies of this blank form as needed.

[Back to Summary](#)

Local Union No. 2722 Name of Employer Town/City Ottawa Province Ontario

Payment for the period from:

From Date	To Date	Location	Picket Captain
11-Jun-2026	17-Jun-2026	Ottawa Picket -	

Save Cancel

Form A Submitted
Form B Submitted
Form C Re-submitted
Form D Pending
Form E Pending
Form F Pending
Form G
Form H
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Enter the dates of the first week of the strike. Select one of the picket locations and its corresponding Picket Captain and click Save.

Form F - Strike Duty Report and Cheque Distribution

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Local Union No. 2722

Name of Employer

Town/City Ottawa

Province Ontario

Payment for the period from:

From Date 11-Jun-2026 To Date 17-Jun-2026

Location Ottawa Picket -

Picket Captain

Cheque Distribution

Striker's full name	Date payment remitted	Cheque No. (if applicable)	Total amount	Signature of member (to certify payment received)	Captured By	Captured On	Capture Type	Member Capture Type
	19-Jun-2026	5	\$700.00	<i>[Signature]</i>		19-Jun-2026 10:50:00 AM	Member QR code scanned	Manual
	20-Jun-2026	20260620063159668529	\$446.25			22-Jun-2026 11:51:16 AM	Manual	Manual
	19-Jun-2026	6	\$700.00	<i>[Signature]</i>		19-Jun-2026 11:18:04 AM	Member QR code scanned	Manual
	21-Jun-2026	CAaVC56u/20260620210739667507	\$700.00			22-Jun-2026 11:52:00 AM	Manual	Manual
	19-Jun-2026	17	\$700.00	<i>[Signature]</i>		19-Jun-2026 11:17:09 AM	Member QR code scanned	Manual

Form D Pending

Form E Pending

Form F Pending

Form G

Form H

Locations

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Member Communication

The MRM system will automatically populate all the members who completed at least 1 shift that week at that picket location.

Your job is to prepare the cheques, note the cheque number and the amount the cheque is for in Form F. Then, the picket captains will scan members' unique QR code when they show up for their next shift. The system will prompt the member for their signature to confirm they have received the cheque and the time and signature will be captured on Form F.

If your local is not paying member by cheque, you must indicate the payment transaction number under the Cheque column and the amount paid to the member but the member does not have to sign. Just remember to provide detailed bank statements to your Trustees when it comes time for the strike audit.

Signing Form F

Total Records: 32 10 Results To Show

Information above is accurate, verified and signed on

dd-mm-yyyy

[Click Here To Sign](#)

CUPE National Representative

Chairperson, Strike Benefits Committee Your name here

[Send for signature](#) [Save](#) [Cancel](#)

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When all the amounts and numbers are entered into the form, it's now time to sign it. The Chairperson signs first, then click on Save. Then the Send for signature button will appear. Click on it for the Rep to be notified that it's time to sign the form.

MRM-Strike Forms Tutorial

Forms D and F – Chairperson



You did it! The first week of the strike has now been officially recorded and you and your members can be paid. Sending you strength and solidarity in your struggle for a fair deal.