1.0 SCOPE:

1.1 This work instruction is applied to set up a dues deduction for all permanent classified employees represented by Service Employees International Union.

2.0 RESPONSIBILITY:

2.1 Lead Payroll Technician
2.2 Fiscal Services Technician I

APPROVAL AUTHORITY:

______________________________________     _____________________
Signature                                                          Date

3.0

3.1 Supervisor IV, Payroll Services

4.0 DEFINITIONS:

4.1 This is a mandatory deduction that is deducted at a percentage rate on all positional earnings and longevity 12 months per year.

4.2 SEIU – Service Employees International Union

4.3 GTN – Gross to Net

5.0 WORK INSTRUCTION:

5.1 Sign into Escape, selecting the Payroll module.

5.2 Search for an employee by last name hitting <F9> or by SSN hitting <F10> and hit <Enter> to select the employee.

5.3 Hit <Enter> to go into employee’s detail screen.

5.4 Hit <Ctrl P> to go into the employee’s payroll set up records screen.

5.5 First, check to see if an employee has a deduction for SEIU dues set up.

5.6 If there is no set up, hit <Alt A> to bring up the “Add” menu.

5.7 Select "Misc deduction" and hit <Enter>.

5.8 Enter effective begin date (always use the first day of the effective month).

5.9 GTN code is:

5.9.1 D SEIU A – **Agency Fee** – Employees who choose to **not** become members of SEIU or who have not submitted a sign-up form.

5.9.2 D SEIU F – **Fair Share Fee** – Employees who have submitted an objection form and instructed SEIU to remit funds received to an approved non-religious organization.
5.9.3 D SEIU U – Union Dues Fee – Employees who choose to become members of SEIU.

5.9.4 DSEIUS1A – Agency Fee – Employees who choose to not become members of SEIU or who have not submitted a sign-up form.

5.9.5 DSEIUS1F – Fair Share Fee – Employees who have submitted an objection form and instructed SEIU to remit funds received to an approved non-religious organization.

5.9.6 DSEIUS1U – Union Dues Fee – Employees who choose to become members of SEIU.

5.10 <F3> to save.

6.0 ASSOCIATED DOCUMENTS

6.1 Dues notification from SEIU

7.0 RECORD RETENTION TABLE:

<table>
<thead>
<tr>
<th>Identification</th>
<th>Storage</th>
<th>Retention</th>
<th>Disposition</th>
<th>Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues notification</td>
<td>File cabinet</td>
<td>Two years, current and previous fiscal year</td>
<td>None. Must keep all payroll records per Internal Audit</td>
<td>Access with approval of Payroll Services Department.</td>
</tr>
<tr>
<td>from SEIU</td>
<td>in office</td>
<td></td>
<td>Department.</td>
<td></td>
</tr>
</tbody>
</table>

8.0 REVISION HISTORY:

<table>
<thead>
<tr>
<th>Date</th>
<th>Rev</th>
<th>Description of Revision:</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/01/04</td>
<td>A</td>
<td>Initial Release</td>
</tr>
<tr>
<td>3/5/07</td>
<td>B</td>
<td>Revise Identification, Dues Rate</td>
</tr>
<tr>
<td>2/22/08</td>
<td>C</td>
<td>Revise Work Instruction</td>
</tr>
</tbody>
</table>

***End of procedure***