
SEIU UNION DUES DEDUCTIONS (PAY-W007)

Sacramento City Unified School District

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

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

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.

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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:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Dues notification from SEIU	File cabinet in office	Two years, current and previous fiscal year. After two years, sent to warehouse.	None. Must keep all payroll records per Internal Audit Department.	Access with approval of Payroll Services Department.

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/01/04	A	Initial Release
3/5/07	B	Revise Identification, Dues Rate
2/22/08	C	Revise Work Instruction

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