How to Re-Authorize Union Dues Deductions Utilizing the HRMN Portal

On July 13, 2020, the Michigan Civil Service Commission passed rules that require all members to annually re-authorize union dues deductions. To keep our union strong, members must take the following steps, or their dues deduction will be unilaterally ended in October.

**Step 1**
Login to the MI HR Self-Service Portal

**Step 2**
Click on Bookmarks, click on Employee Self-Service, click on Pay, click on Dues Payroll Deduction

**Step 3**
A new screen will open, click on Re-authorize continued deduction for an additional year through 10/02/2021, then click the submit button

**Current Deductions**

You currently have active dues deductions for the deduction code EC01: EMP ORG-MI CORR ORG (MBR). This deduction expires on 10/03/2020.

Select from the options below to change your authorization:

- [ ] Opt out of current deduction code
- [ ] Change to another deduction code
- [ ] Reauthorize continued deduction for an additional year through 10/02/2021

Submit

**Step 4**
Confirm your re-authorization by clicking AUTHORIZE

**Dues and Fees Deductions**

You opted to reauthorize deduction of EC01: EMP ORG-MI CORR ORG (MBR). This authorization will be effective through 10/02/2021.

I authorize this reauthorization.*

[ ] AUTHORIZE  [ ] CANCEL

If you have a state or personal email address in your employee record, a confirmation email will be sent after you confirm and authorize this transaction.

**Step 5**
Once completed you will receive a Dues and Fees Deduction Change Confirmation Statement via Email