



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 stop in October.**

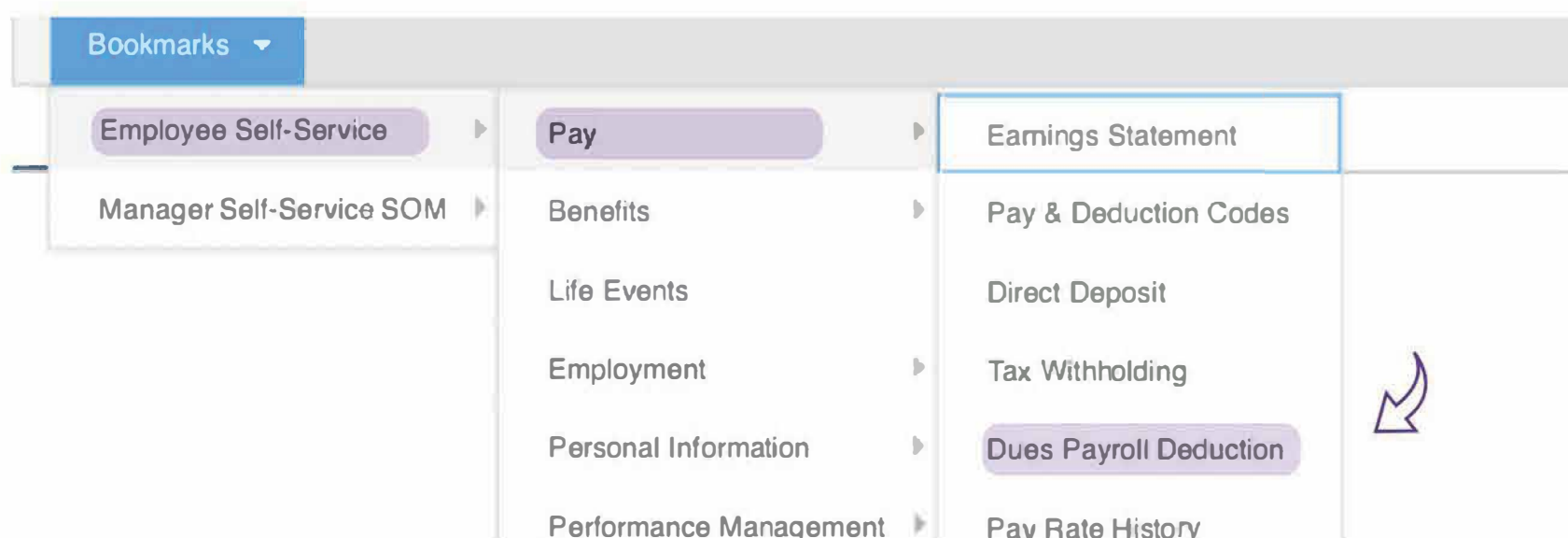


Step 1

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 10/14/2022, 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 10/15/2021.

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 10/14/2022

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 10/14/2022.

I authorize this reauthorization.*

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