



How to Re-Authorize Union Dues Deductions Utilizing the HR Self-Service 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 each October.**

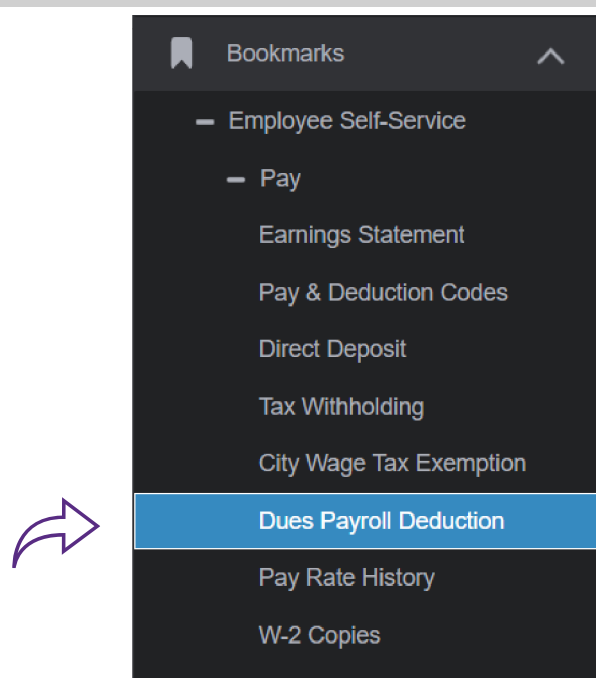
Step 1



[Click Here to log in to the 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 10/13/2023](#), 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 10/14/2022.

Select from the options below to change your authorization:

Opt out of current deduction code

Reauthorize continued deduction for an additional year through 10/13/2023

SUBMIT

Step 4

[Confirm your re-authorization by clicking AUTHORIZE](#)

Dues Deductions

You opted to reauthorize deduction of EC01: EMP ORG-MI CORR ORG (MBR). This authorization will be effective through 10/13/2023.

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 Deduction Change Confirmation Statement via Email