



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.

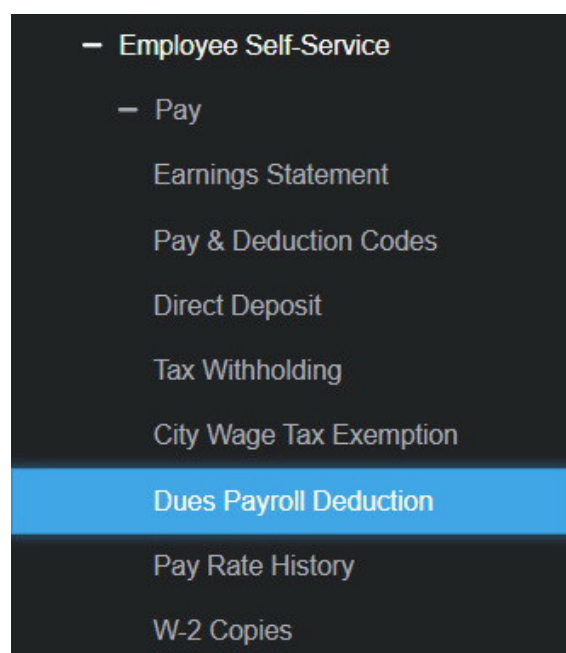
Step 1



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 10/14/2022](#), then click the submit button

Current Deductions

You currently have active dues deductions for the deduction code EH01: EMP ORG-S&E UNIT; MPE (MBR). You have already reauthorized your dues for the upcoming fiscal year. This authorization is valid through 10/14/2022. You may return after October 1 to reauthorize again for an additional year.

Select from the options below to change your authorization:

Opt out of current deduction code

Change to another deduction code

EO01 : EMP ORG-S&E UNIT;MPE (SERVFEE) ▼



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 EH01: EMP ORG-S&E UNIT; MPE(MEMBER). 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