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

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

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