



# 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 in October.**

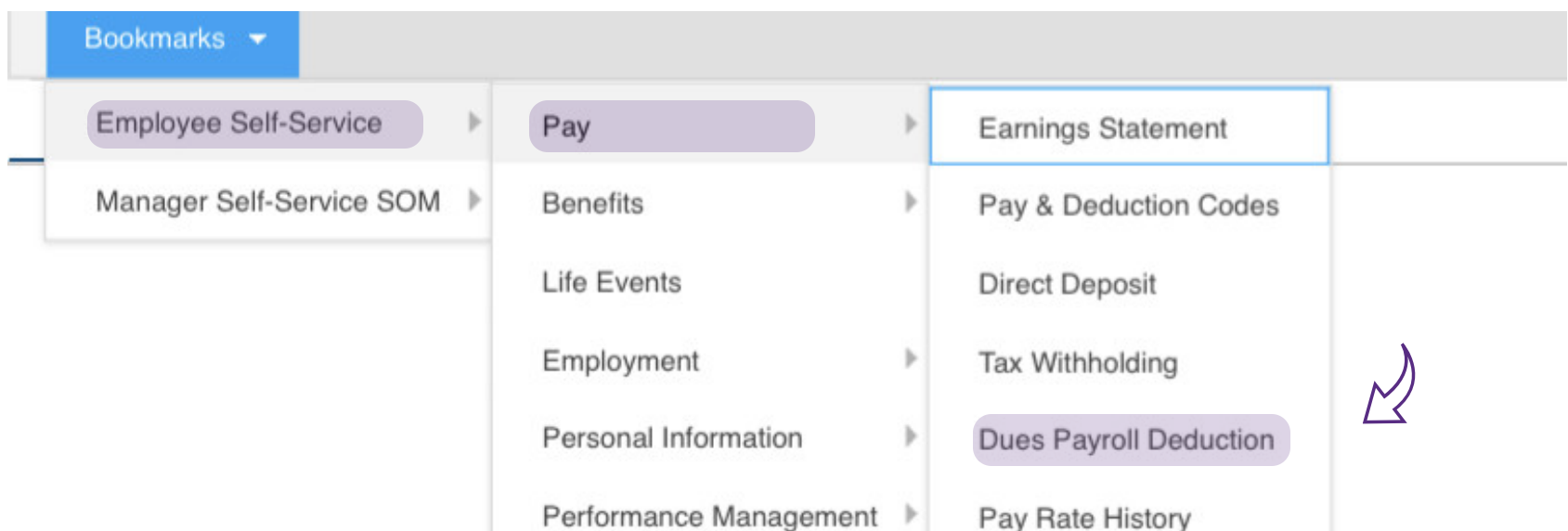


## Step 1

[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 EE01: EMP ORG-HSS UNIT; MPE(MEMBER). This deduction expires on 10/14/2022

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

EM01 : EMP ORG-HSS UNIT;MPE (SERVFEE) ▼

## Step 4

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

### Dues and Fees Deductions

You opted to reauthorize deduction of EE01: EMP ORG-HSS UNIT; MPE(MEMBER). This authorization will be effective through 10/14/2022.

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