



<b>File Name</b>	Union Enrollment or Change.doc
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## Union Enrollment or Change

### Concept

**Description:** Changing union code indicator in job data when an employee's position is covered by a different bargaining unit (i.e. Non-Rep Faculty).

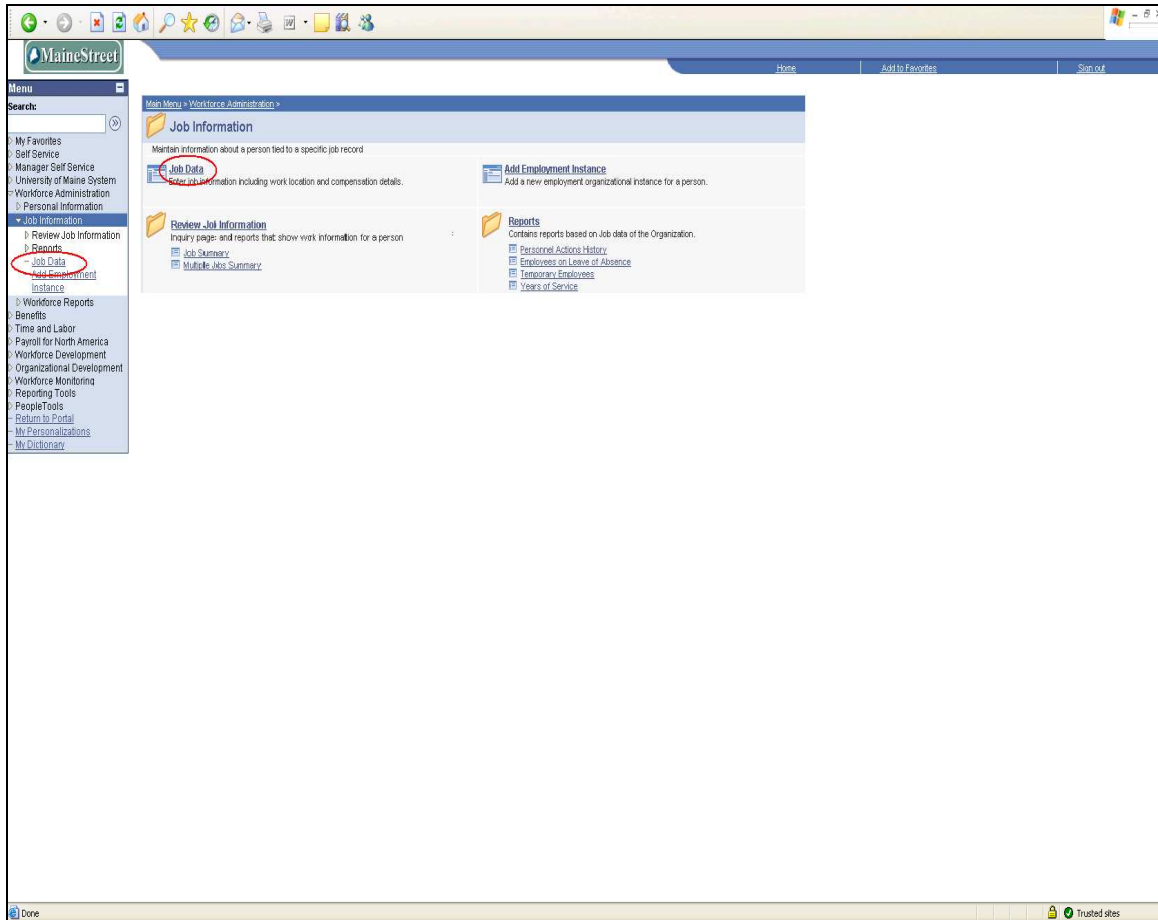
**NOTE: Review General Deduction for employee's union dues. Consider collective bargaining agreement for dues withheld from faculty.**

**All input and maintenance of Union Dues Deduction is a System Office Function.**

Notify the System Office if any of the following occurs:

1. Employee's job changes and moves to another collective bargaining unit.
2. Employee having dues withheld terminates

### Navigation:



Step	Action
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- |    |   |
|----|---|
| 1. | Click the <b>Workforce Administration</b> link. |
| 2. | Click the <b>Job Information</b> link.          |
| 3. | Click the <b>Job Data</b> link.                 |



# Process Document HRMS: Union Enrollment or Change

Step	Action
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- |    |   |
|----|---|
| 4. | Enter the employee's Emplid into the <b>EmplID</b> field. |
| 5. | Click the <b>Search</b> button.                           |

**Search**

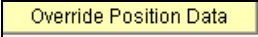
# Process Document

## HRMS: Union Enrollment or Change



The screenshot shows the 'Job Labor' tab in the HRMS system. The 'Action / Reason' dropdown is set to 'Data Change' and the 'Union Code Change' dropdown is set to 'Union Code Change'. The 'Override Position Data' button is highlighted with a yellow box. The 'Effective Date' is 10/01/2008 and the 'Sequence' is 0. The 'Job Indicator' is 'Primary Job'. The 'Last Start Date' is 09/01/1970 and the 'Termination Date' is 'Future'. The 'Position Number' is 00010006 and the 'Position Entry Date' is 10/27/2004. The 'Regulatory Region' is USA, 'Company' is UMS, 'Business Unit' is UMS02, 'Department' is FECEL, and 'Establishment ID' is UMSU2. The 'Date Created' is 09/30/2008.

### Step Action

6. Click the **Plus (+) key** to add a new job row.
7. Enter the Effective Date of the enrollment or change in union code
8. **Sequence** field defaults to '0'. If the added row has the same effective date as the prior row, the sequence number must be changed to the next higher number. Otherwise, do not change.
9. Click the **Drop-down arrow** to select from the Action list.
10. Select the **Data Change** list item.
11. Click the **Drop-down arrow** to select from the Action/Reason list.
12. Select the **Union Code Change** list item.
13. Click the **Override Position Data** button. This will open the Union Code field on the Job Labor panel for editing.  

14. Click the **Job Labor** tab.



# Process Document HRMS: Union Enrollment or Change

The screenshot shows the 'Job Labor' tab in the HRMS system. The employee's name is 'Quincy Union' and the ID is '0099999'. The 'Assigned Seniority Dates' table is displayed with the following data:

Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason

The 'Save' button is circled in red. Other buttons include 'Return to Search', 'Notify', 'Previous tab', 'Next tab', 'Refresh', 'Update/Display', and 'Include History'.

## Step Action

15. The Union Code may be changed or deleted.
16. Enter the date, if applicable, into the **Union Seniority Date** field. Not all collective bargaining units require this date.
17. Click the **Save** button.