ON|DEMAND
PERSONAL NAVIGATOR

## Manual Dues Start/Stop

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| 1. | Click the **Compensate Employees** link.<br> |
| 2. | Click the **Maintain Payroll Data (USF)** link.<br> |
| 3. | Click the **Use** link.<br> |
| 4. | Click the **General Deduction Data** link.<br> |
| 5. | Enter the Employee ID to pull up the employee record or click on the **Search By** list to perform a search for the employee by Name or other criteria.<br>Enter the desired information into the **EmplID** field. Enter a valid value, e.g. "**0103**". |
| 6. | Click the **Search** button.<br> |
| 7. | To start Union dues deduction, insert a row on the **Deduction Code** row.<br>Click the **Add a new row at row 1** button.<br> |
| 8. | Enter the desired information into the **\*Deduction Code** field. Enter a valid value, e.g. "**0023**". |
| 9. | Enter the **Effective Date**.<br>Click the **Choose a date** button.<br> |
| 10. | Click the desired date.<br> |
| 11. | Click the **Save** button.<br> |
| 12. | To stop Union dues deductions, insert a row on the most effective-dated row for the applicable deduction.<br>Click the **Add a new row at row 1** button.<br> |
| 13. | Enter the **Effective Date**.<br>Click the **Choose a date** button.<br> |
| 14. | Click the **Year** list.<br> |
| 15. | Select the desired **Year**.<br> |
| 16. | Click the desired date.<br>Click **15**<br> |

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| 17. | Enter the **Deduction End Date**. This must be equal to the **Effective Date**.<br>Click in the **Deduction End Date** field. |
| 18. | Enter the desired information into the **Deduction End Date** field. Enter a valid value, e.g. "**01/15/2005**". |
| 19. | Press **[Tab]**. |
| 20. | Click the **Deduction Stop Reason** list.<br>No ▼ |
| 21. | Enter the type of action being processed.<br>Union Due Stop - Union Request |
| 22. | Changes to Union dues deductions amounts do not require any action by the User. These changes are processed automatically by the Union Mass.<br>Click the **Save** button.<br>🖫 Save |
| 23. | The Union dues start/stop information is saved.<br>**End of Procedure.** |