Payroll Deduction Update

Tempe

Employee ID

Employee Name (Please print)

DEDUCTIONS:

CODE	DESCRIPTION
ERF	Employee Relief Fund
IAFF	IAFF Local 493
UAEA**	Service Employees International ($10.00)
TOA	Tempe Officers' Association ($19.50)
TOA2	Tempe Officers' Association ($20.50)
TOA3	Tempe Officers' Association ($21.50)
TSA	Tempe Supervisor's Association ($10.00)

☐ START/CHANGE ☐ STOP

Code | $ Amount | Effective Date – – 20

☐ START/CHANGE ☐ STOP

Code | $ Amount | Effective Date – – 20

☐ START/CHANGE ☐ STOP

Code | $ Amount | Effective Date – – 20

☐ START/CHANGE ☐ STOP

Code | $ Amount | Effective Date – – 20

INSTRUCTIONS

1. Complete ALL information blocks at top (Employee ID, Name).
2. Check one box for Start/Change or Stop for each deduction.
3. Select the correct deduction code from the CODE / DESCRIPTION box. Enter that code in the Code block.
4. Enter deduction amount that applies to the deduction selected.
5. The Effective Date is the first day of the pay period.
6. Submit to HR for processing.

**NOTE: Instead of submitting this form to HR, employees may start UAEA, deductions by selecting that option in Peoplesoft HRMS Self-Service (Peoplesoft HRMS > Main Menu > Self-Service > Benefits > Union Dues). Employees electing to stop UAEA deductions must contact their representative and/or the UAEA president for processing.

APPROVALS:

Employee Signature *Date*

Human Resources Technician *Date*

Comments: