
TEAMSTERS UNION DUES (PAY-W010)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is applied when an employee is a plant manager and belongs to the teamsters union where dues are deducted once a month. Also applies to custodians temporarily working as a School PI

5.5 Hit <Ctrl P> to go into the employee's payroll set up records screen.

5.6 Hit <Alt A> to bring up the menu window.

5.7 Select "Misc deduction" and hit <Enter>.

5.8 Enter effective begin date (the first day of the effective month).

5.9 GTN code is:

5.9.1 DTMSTRA – Agency Fee-Employees who choose to not become members of Teamsters.

5.9.2 D TMSTRF – Fair Share Fee-Employees who have submitted an objection form and instructed Teamsters to redirect funds recorded to an approved non-religious organization.

5.9.3 D TMSTRU – Union Dues Fee-Employees who choose to become members of Teamsters.

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5.10 Enter in dollar amount provided on union authorization form.

5.11 <F3> to save.

6.0 ASSOCIATED DOCUMENTS

6.1 Dues notification from Teamsters

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Check and Backup	File cabinet in office	Two years, current an		
