HOW TO JOIN IN PEOPLESOFT

TSA

STEP 1

OPEN PEOPLE SOFT HR IN A WEB BROWSER

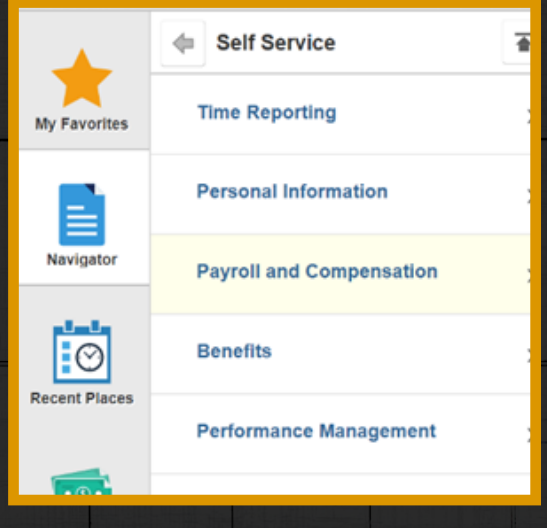
https://myhr.tempe.gov

STEP 2

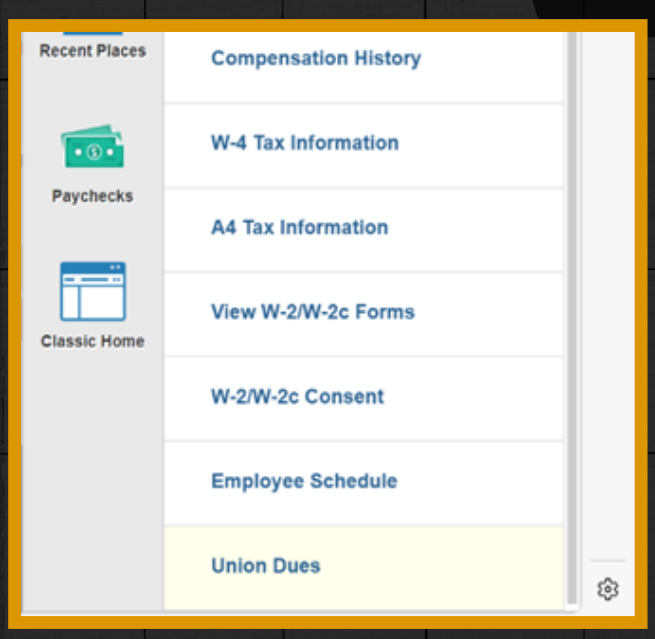
SELECT THE NAVIGATION ICON IN THE UPEER RIGHT CORNER

STEP 3

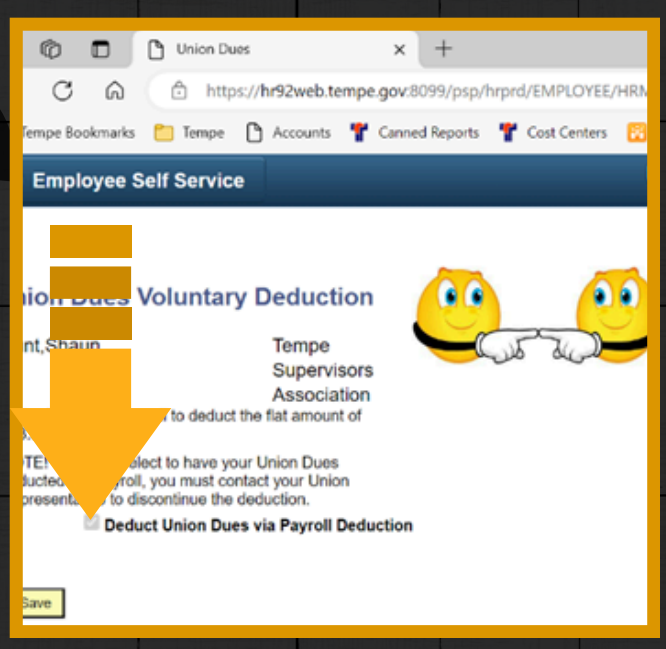
SELECT THE NAVIGATOR ICON ON THE LEFT SIDE OF THE PANE AND THEN THE PAYROLL AND COMPENSATION FROM THE DROPDOWN LIST



STEP 4



SCOLL TO THE BOTTOM AND SELECT UNION DUES FROM THE DROP DOWN LIST

STEP 5

CLICK THE CHECK BOX TO AUTHORIZE UNIION DUES DEDUCTIONS VIA PAYROLL AND CLICK SAVE