# Payroll Deduction Update

CITY OF TEMPE ARIZONA®

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Employee Name (Please Print)                          Employee ID

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## Start Deductions:

Employees may **start UAEA, TOA or TSA** deductions in PeopleSoft HRMS Self-Service *(PeopleSoft HRMS > Main Menu > Self-Service > Payroll & Compensation > Union Dues)* or complete this form.

## Stopping Deductions:

**TOA** and **TSA** employees may stop deductions by completing the form and submitting it to Human Resources.
*NOTE: UAEA Employees electing to **stop** deductions must contact their UAEA representative and/or the UAEA president for processing per **Article 1, 6.C** of the UAEA MOU. Employees must receive a signature from the UAEA representative prior to turning their form into Human Resources.*

## Completing the Form:

1.  Check one box for Start/Change or Stop for each deduction.
2.  Select the correct deduction code from the CODE / DESCRIPTION box. Enter that code in the Code block.
3.  Enter deduction amount that applies to the deduction selected.
4.  The Effective Date is the first day of the pay period.

**DEDUCTIONS:**

| CODE | DESCRIPTION |
|------|-------------|
| ERF | Employee Relief Fund |
| IAFF | IAFF Local 493 |
| UAEA* | United Arizona Employees Association ($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 ($12.50) |

☐ START/CHANGE       ☐ STOP

|_____| $|_____|    |____| – |____| – **2 0**|____|
Code      Amount       E f f e c t i v e   D a t e

☐ START/CHANGE       ☐ STOP

|_____| $|_____|    |____| – |____| – **2 0**|____|
Code      Amount       E f f e c t i v e   D a t e

☐ START/CHANGE       ☐ STOP

|_____| $|_____|    |____| – |____| – **2 0**|____|
Code      Amount       E f f e c t i v e   D a t e

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## APPROVALS:

_____          _____
*Employee Signature*          *Date*          *Human Resources Representative*          *Date*

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## FOR UAEA EMPLOYEES ONLY:

_____          _____
*UAEA Representative Signature*          *Date*          *UAEA Deduction Stop Date per MOU*

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