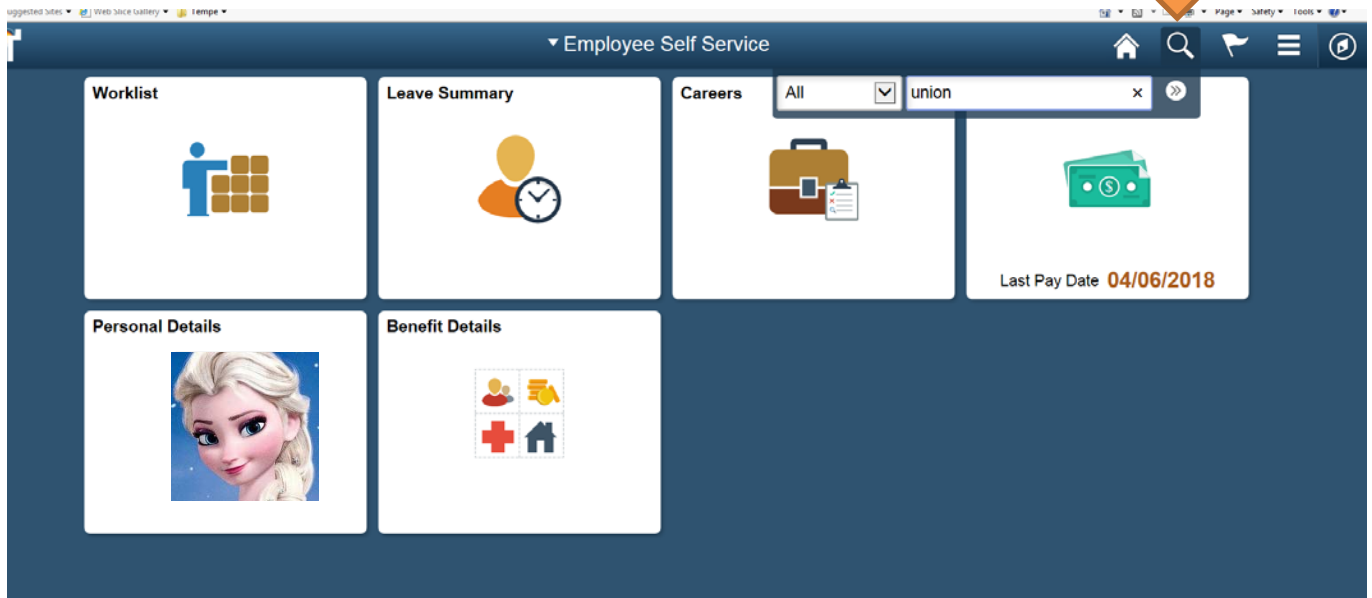


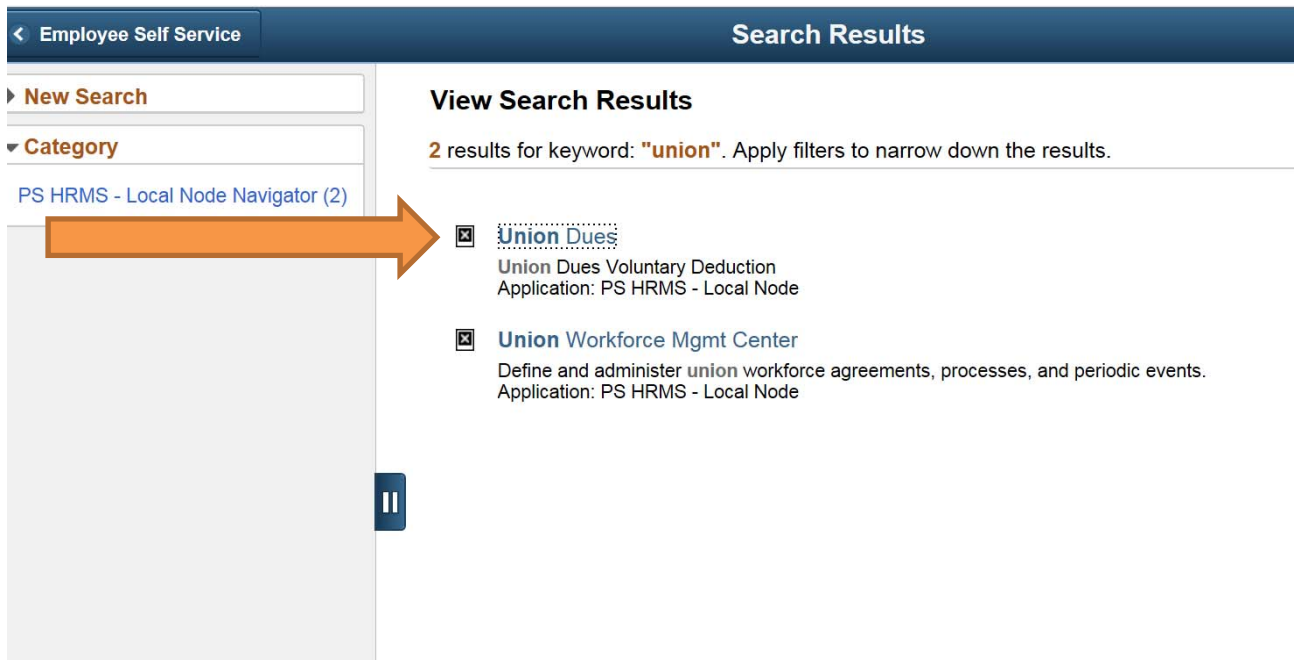
Joining TCA through PeopleSoft

Log-in to PeopleSoft HRMS and navigate to the employee self-service tab (Homepage).

Click on the search icon on the upper right screen and type in “union” and hit return



Click on the “union dues” link.



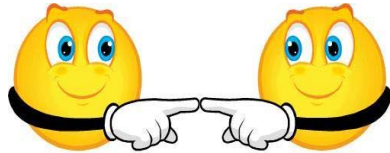
You will see the following screen. Click the box and save.

Union Dues Voluntary Deduction

NAME Tempe Supervisors Association

Authorization for Payroll to deduct the flat amount of \$12.5 for union dues.

NOTE! Once you elect to have your Union Dues deducted via Payroll, you must contact your Union Representative to discontinue the deduction.



Deduct Union Dues via Payroll Deduction

