AFSCME Dues Reporting

ADMINS has a report for specific Connecticut sites to facilitate reporting of membership dues. To produce the file, from the menu, select:

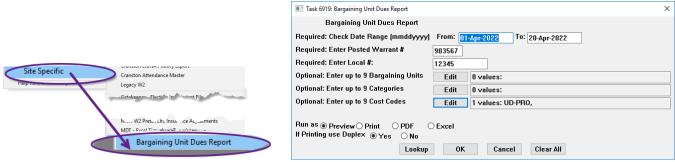**Human Resources ▶ Site Specific ▶ Bargaining Unit Dues Report**

Figure 1 Warrant # 903567 is selected for cost code UD-PRO.

Prompt (**Required is in BOLD**)	Description
Check Date Range (mmddyyyy)	Enter a "From" and "To" date. The "From" date must be before the "To" date.
Enter Posted Warrant #	Choose the posted warrant # being reported in this file
Enter Local #	Enter the AFSCME Local number
Enter up to 9 Bargaining Units	Enter up to nine Bargaining Units, if left blank, all Bargaining Units will be shown
Enter up to 9 Categories	Enter up to nine paycheck categories, if left blank, all categories will be shown
Enter up to 9 Cost Codes	Enter up to nine cost codes; if left blank, all cost codes will be shown
Run As	⊙ CSV is the only option available for this report

The process produces a verification report like this; use it to validate the information and provide the export file name and location.
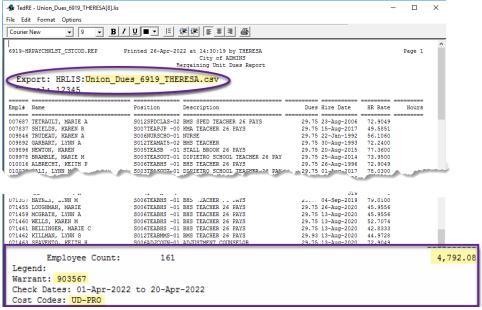

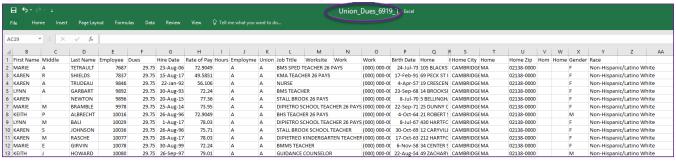**Figure 2 Report showing the export location for the CSV file**

Figure 3 # 6919 Union Dues CSV file

The data will be captured in a .csv file with the following columns:

A	Local	I	Hours Worked	Q	Home Address 1
B	First Name	J	Employment Status	R	Home Address 2
C	Middle Initial	K	Union Status	S	Home City
D	Last Name	L	Job Title	T	Home State
E	Employee ID	M	Worksite	U	Home Zip
F	Dues Amount Deducted	N	Work Email	V	Home Phone
G	Hire Date	O	Work Phone	W	Home Email
H	Rate of Pay	P	Birth Date	X	Gender
				Y	Race

The total of **$4,792.08** as shown on the **#6919 Verification Report** shown in Figure 2 matches report **#7220 Deduction Register by Code** from the warrant. To access the Warrant History screen, from the menu, select:

Human Resources ▶ Queries ▶ Warrant History ▶ Enter Warrant #

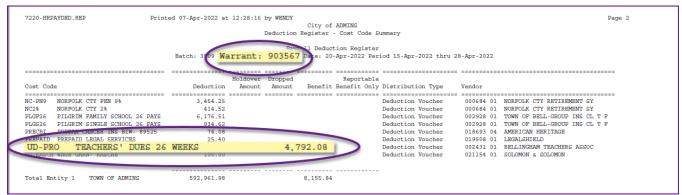**Figure 4 Task #6815 – The Warrant History Screen**

Figure 5 #7220 Deduction Register – Cost Code Summary Report