



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 (mmdyyy)	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	<input checked="" type="radio"/> 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.

Emp#	Name	Position	Description	Dues Hire Date	HR Rate	Hours
007687	TETRAULT, MARIE A	S012SPDCLAS-02	BMS SPED TEACHER 26 FAYS	29.75 23-Aug-2006	72.9049	
007837	SHIELDS, KAREN R	S007TEARJP -00	KMA TEACHER 26 FAYS	29.75 15-Aug-2017	49.5851	
009846	TRUDEAU, KAREN A	S006NURSCHO-01	NURSE	29.75 22-Jan-1992	56.1060	
009892	GARBART, LYNN A	S012TEAMATS-02	BMS TEACHER	29.75 30-Aug-1993	72.2400	
009896	NEWTON, KAREN	S005TEASB -01	STALL BROOK 26 FAYS	29.75 20-Aug-2015	77.3600	
009978	BRAMBLE, MARIE M	S003TEASOUT-01	DIPIETRO SCHOOL TEACHER 26 FAY	29.75 25-Aug-2014	73.9500	
010016	ALBRECHT, KEITH P	S006TEABHS -01	BHS TEACHER 26 FAYS	29.75 26-Aug-1996	72.9049	
010028	ALLI, LYNN W	S003TEASOUT-01	DIPIETRO SCHOOL TEACHER 26 FAY	29.75 01-Aug-2017	78.0300	
071357	HAYNES, LYNN M	S006TEABHS -01	BHS TEACHER 26 FAYS	29.75 04-Sep-2019	79.0100	
071455	LOUGHMAN, MARIE	S006TEABHS -01	BHS TEACHER 26 FAYS	29.75 26-Aug-2020	45.9556	
071459	MCGRAITH, LYNN A	S006TEABHS -01	BHS TEACHER 26 FAYS	29.75 13-Aug-2020	45.9556	
071460	WELLS, KAREN M	S006TEABHS -01	BHS TEACHER 26 FAYS	29.75 13-Aug-2020	52.7074	
071461	BELLINGER, MARIE C	S006TEABHS -01	BHS TEACHER 26 FAYS	29.75 13-Aug-2020	42.8333	
071462	KILLMAN, LYNN G	S012TEAMMS-01	BMS TEACHER 26 FAYS	29.93 13-Aug-2020	44.9728	
071463	SPAVENTO, KEITH H	S006ADICOUN-01	ADJUSTMENT COUNSELOR	29.75 13-Aug-2020	72.9049	

Employee Count: 161 4,792.08

Legend:
Warrant: 903567
Check Dates: 01-Apr-2022 to 20-Apr-2022
Cost Codes: UD-PRO

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