



Payroll Services Letter

Number: PS05-31.1
Date: May 15, 2006 (Revised May, 2009)
Subject: Union Dues Processing Information
Category: Non SF-50 Actions

Reference: PS 05-31, Subject: Union Dues Processing Information, dated May 15, 2006. PS 05-31.1 supersedes PS 05-31. Please replace that letter with this one.

Purpose

The purpose of this letter is to inform the HHS Operating Divisions (OPDIVS) and Human Resources Centers of changes in procedures for processing union dues enrollments, changes in labor organization information and inquiries concerning union dues reports. The new procedures are being implemented as part of the conversion of the HHS payroll system to the Defense Finance and Accounting Service (DFAS).

Effective April 17, 2005, new union dues codes were implemented in EHRP for processing union dues start and stop actions as part of the DFAS conversion (Attachment A). Roles and responsibilities for processing union dues are as follows.

- DFAS assigned new union codes for each HHS union account and is responsible for updating the payroll system with changes in labor organization information (Refer to EHRP Release Notes dated April 18, 2005.).
- The Payroll Services Division (PSD) is responsible for coordinating changes or new requirements with EHRP and DFAS.
- The HR Centers' Labor Relations Officers or designees are responsible for sending information on establishing, changing, or terminating organizational accounts to PSD using the transmittal form in Attachment B. Submit this form as an attachment to a Peregrine ticket (use the Category: **PAY** Subcategory: **OTHER**) or fax to (301-504-3614), ATTN: Kaye Tiller.

As a reminder, **HR Centers must process union dues stop actions** when an employee moves out of the bargaining unit, or to a position that is not covered by the bargaining unit. Personnel processing instructions were provided to HR Centers in the updated training and revised job aids issued by the EHRP Functional Team (Attachment C). This information is also located on the Program Support Center website under Human

Resources, Enterprise Human Resources and Personnel System (EHRP), Training. Questions regarding processing union dues actions in EHRP (Peoplesoft) should be referred to the HRS Helpdesk. The DFAS conversion did not impact the HR Center internal procedures or supporting documentation required from Labor Organizations or employees for union dues processing.

Individual employee union dues inquiries should be submitted to PSD. Please submit your inquiry via a Peregrine ticket (use the Category: **PAY** Subcategory: **OTHER**) or fax to (301-504-3614), ATTN: Kaye Tiller. If you are requesting a refund of union dues to an employee or group of employees, please include **Name, SSN, CAN Number, Appropriation Number** and **Amount of Refund** when sending your request.

The DFAS Cleveland Payroll Office is responsible for distributing Union Dues Remittance Reports to the Labor Organizations and the Labor Relations Offices. If reports are not received timely, please contact the Cleveland customer service help desk at 1-800-729-3277.

Attachment B

**ESTABLISHMENT, CHANGE OR CANCELLATION OF
UNION DUES ACCOUNT INFORMATION**

Please complete the following information which is required to establish, modify, or delete a union account.

OPDIV NAME: _____ SPO:_____ TERMINAL ID: _____

Contact Person: _____ Phone Number: _____

Union Account Code(s) _____ LAIRS Code: _____

Type of Action: Establish _____ Change _____ Terminate _____

Proposed Effective Date: _____

DHHS Installation Information:

Organization: _____ Union Name: _____

City: _____ State: _____

Remittance Information FROM:

Remittance Amount: _____ Local Dues: _____ National Code: _____

Union Name: _____

Mailing Address: _____

Remittance Information TO:

Remittance Amount: _____ Local Dues: _____ National Code: _____

Union Name: _____

Mailing Address: _____

Local Labor Relations Officer Information FROM:

Officer Name: _____ Title: _____

Mailing Address: _____

Local Labor Relations Officer Information TO:

Officer Name: _____ Title: _____

Mailing Address: _____

Electronic Funds Transfer/Direct Deposit Financial Account Information FROM:

Bank Routing Number: _____

Account Number: _____

Indicate: Checking _____ Savings _____

Electronic Funds Transfer/Direct Deposit Financial Account Information TO:

Bank Routing Number: _____

Account Number: _____

Indicate: Checking _____ Savings _____

172	HN1	LIUNA LOCAL 1386
173	HCU	LIUNA LOCAL 1386
174	HCV	LIUNA LOCAL 1386
175	HCW	INDEMNITY EXTENDED COV
176	HCX	LIUNA LOCAL 1386
178	HCY	LIUNA LOCAL 1386
190	HN2	LIUNA LOCAL 205
194	HN3	NTEU CHAPTER 212 NON PROF
195	HDB	NTEU CHAPTER 212
196	HDC	NTEU CHAPTER 212 PROF
197	HO3	NTEU CHAPTER 215 NON PROF
198	HDD	NTEU CHAPTER 215 PROF
208	HO5	AFGE LOCAL 3840
216	HO6	NTEU CHAPTER 287
221	HDJ	AFGE LOCAL 2637 DENTAL
222	HDK	AFGE LOCAL 3657
223	HDL	AFGE LOCAL 3657
227	HP4	AFGE LOCAL 2419
230	HDN	AFGE LOCAL 2419
231	HP8	LIUNA LOCAL 1396
232	HDO	LIUNA LOCAL 1396
233	HP5	LIUNA LOCAL 205
240	HP6	NFFE LOCAL 1776
245	HP7	AFGE LOCAL 2923
246	HO2	LIUNA LOCAL 1376
250	HDP	LIUNA LOCAL 888
251	HDQ	LIUNA LOCAL 888
252	HDR	LIUNA LOCAL 888
253	HDS	LIUNA LOCAL 888
254	HDT	LIUNA LOCAL 888
255	HDU	LIUNA LOCAL 888
257	HQ4	NTEU CHAPTER 218
260	HQ0	LIUNA LOCAL 1376
261	HDV	LIUNA LOCAL 1376
262	HDW	LIUNA LOCAL 1376
263	HDX	LIUNA LOCAL 1376
264	HDY	LIUNA LOCAL 1376
265	HDZ	LIUNA LOCAL 1376
266	HHK	LIUNA LOCAL 1376

267	HEA	LIUNA LOCAL 1376
268	HEB	LIUNA LOCAL 1376
285	HQ5	NFFE LOCAL 478
290	HQ6	FRATERNAL ORDER OF POLICE
328	HS3	LIUNA LOCAL 1386
329	HEH	LIUNA LOCAL 1386
332	HS4	NTEU CHAPTER 236
342	HS5	LIUNA LOCAL 1376
350	HEI	LIUNA LOCAL 1386
352	HEJ	LIUNA LOCAL 1376
375	HS7	SENIOR EXECUTIVE ASSOC
380	HEK	LIUNA LOCAL 1376
381	HEL	LIUNA LOCAL 1376
382	HEM	LIUNA LOCAL 1376
383	HEN	LIUNA LOCAL 1376
384	HT4	LIUNA LOCAL 1376
385	HEP	LIUNA LOCAL 1376
387	HHL	LIUNA LOCAL 1376
404	HER	LIUNA LOCAL 205
405	HT7	LIUNA LOCAL 205
406	HES	LIUNA LOCAL 205
407	HT9	LIUNA LOCAL 205
408	HET	LIUNA LOCAL 205
409	HEU	LIUNA LOCAL 205
410	HEV	LIUNA LOCAL 205
411	HEW	LIUNA LOCAL 205
412	HEX	LIUNA LOCAL 205
413	HEY	LIUNA LOCAL 205
414	HEZ	LIUNA LOCAL 205
415	HFA	LIUNA LOCAL 205
416	HFB	LIUNA LOCAL 205
417	HFC	LIUNA LOCAL 205
418	HFD	LIUNA LOCAL 205
419	HV1	LIUNA LOCAL 205
420	HFE	LIUNA LOCAL 205
421	HV3	LIUNA LOCAL 205
422	HFF	LIUNA LOCAL 205
423	HFG	LIUNA LOCAL 205
435	HFH	LIUNA LOCAL 205

438	HFI	LIUNA LOCAL 205
439	HFJ	LIUNA LOCAL 205
440	H3V	LIUNA LOCAL 205
445	H4V	NFFE LOCAL 951
453	H5V	LIUNA LOCAL 205
454	HW2	LIUNA LOCAL 205
456	HFK	LIUNA LOCAL 205
459	H2W	AFGE LOCAL 3601
482	HFM	AFGE LOCAL 3914
490	H3W	NTEU CHAPTER 215
499	H4W	NTEU CHAPTER 229
500	H5W	NTEU CHAPTER 229
501	H6W	LIUNA LOCAL 1376
536	HHM	LIUNA LOCAL 205
537	H7W	LIUNA LOCAL 205
538	HAH	LIUNA LOCAL 205
539	HAJ	LIUNA LOCAL 205
540	HAK	LIUNA LOCAL 205
546	HFN	NFFE LOCAL 2034
548	HX5	LIUNA LOCAL 205
549	HFQ	LIUNA LOCAL 205
550	HFR	LIUNA LOCAL 205
560	HFS	AFGE LOCAL 2493
563	HFT	LIUNA LOCAL 1376
564	HFU	LIUNA LOCAL 1376
569	H9X	LIUNA LOCAL 1376
581	H2V	AFGE LOCAL 1923
582	HFV	AFGE LOCAL 1923
583	HFX	AFGE LOCAL 1923
595	H3Y	LIUNA LOCAL 205
599	H4Y	LIUNA LOCAL 1386
600	H5Y	LIUNA LOCAL 1376
601	HY0	LIUNA LOCAL 205
602	HFZ	LIUNA LOCAL 205
603	HGA	LIUNA LOCAL 205
604	HGB	LIUNA LOCAL 205
612	HGC	NTEU CHAPTER 217
620	HZ5	LIUNA LOCAL 205
621	HGD	LIUNA LOCAL 205

622	HGE	LIUNA LOCAL 205
630	HZ0	NFFE LOCAL 2034
631	HGG	LIUNA LOCAL 205
632	HGH	LIUNA LOCAL 205
633	HGI	LIUNA LOCAL 205
634	HGJ	LIUNA LOCAL 205
636	HGK	LIUNA LOCAL 205
637	H1Z	NFFE LOCAL 2107
647	HGL	NFFE LOCAL 1874
648	HGM	NFFE LOCAL 1874
649	H2Z	LIUNA LOCAL 1376
658	H3Z	IAFF, LOCAL F 271
660	HGN	AFGE LOCAL 41
662	H51	LIUNA LOCAL 205
663	H50	LIUNA LOCAL 205
664	H53	LIUNA LOCAL 205
665	H54	LIUNA LOCAL 205
691	HGO	AFGE LOCAL 3831
705	H4Z	LIUNA LOCAL 888
706	HO4	LIUNA LOCAL 1376
722	H5Z	SEIU LOCAL 100
732	H6Z	NFFE LOCAL 520
742	H7Z	LIUNA LOCAL 205
746	H8Z	LIUNA LOCAL 205
748	HGQ	NFFE LOCAL 1586
749	H9Z	NFFE LOCAL 58
750	H0Z	LIUNA LOCAL 1376
751	H00	NFFE LOCAL 2171
753	H01	NFFE LOCAL 1801
754	H03	NFFE LOCAL 224
759	HGS	NFFE LOCAL189
796	HO7	ASSN OF ADMIN LAW JUDGES
797	HGT	AFGE LOCAL 1923
800	HGU	SF MANAGEMENT ASSOC 800
829	H04	FEDERAL MANAGERS ASSOC
850	H5D	LIUNA LOCAL 205
851	H5E	LIUNA LOCAL 205
852	H5F	LIUNA LOCAL 205
853	H5G	LIUNA LOCAL 205

855	HGV	AFGE LOCAL 3381
860	H05	LIUNA LOCAL 1396
862	HZ7	LIUNA LOCAL 1386
863	HZ6	LIUNA LOCAL 1386
864	HZ4	LIUNA LOCAL 1386
868	HZ3	LIUNA LOCAL 1386
869	HZ9	LIUNA LOCAL 1386
870	HZ2	LIUNA LOCAL 1386
871	HZ1	LIUNA LOCAL 1386
880	H06	NTEU CHAPTER 229
884	H07	NTEU CHAPTER 235
892	H08	AFGE LOCAL 3840
934	HGZ	AFGE LOCAL 2486
935	H09	NTEU CHAPTER 254
936	HHA	AFGE LOCAL 41
938	HHB	AFGE LOCAL 41
941	HAC	NTEU LOCAL 210
943	HHC	LIUNA LOCAL 205
945	HHD	NFFE LOCAL 2131
957	HAD	LIUNA LOCAL 1396
963	H5B	AFGE LOCAL 1923
964	H5C	AFGE LOCAL 1923
965	HAF	NTEU CHAPTER 230
971	HAG	LIUNA LOCAL 1376
980	HEC	LIUNA LOCAL 1396
981	H9E	AFGE LOCAL 1923
982	HHF	AFGE LOCAL 1923
985	HHG	AFGE LOCAL 2405
986	HHH	LIUNA LOCAL 1396
987	HHI	LIUNA LOCAL 1396
991	HHJ	AFGE LOCAL 4054
994	HHS	NTEU CHAPTER 219