**State of Oregon/AFSCME Deduction Procedures effective 8-15-18**

1. The State CHRO information unit will provide AFSCME with a report of new, terminated, retired or transferring employees in AFSCME covered positions no later than the 10th of each month.

2. AFSCME will provide the State Payroll office with a dues action spreadsheet no later than the 15th of each month. The report will identify the following:

* New members
* Cancelled members
* Members transferring between AFSCME locals
* Retired members
* Changes to member voluntary political deductions

The report will list by field; the Local number and description, employee last name, employee first name, Agency number, employee OR number, effective date, and action code, where appropriate the amount of the deduction.

3. State payroll will upload the report to the State payroll website consistent with Preliminary Run 1 reporting making it available to Agencies no later than the 25th of each month.

4. Individual Agencies will download the report as part of their regular payroll activities each month, and process the changes within 2 business days.

5. Dues and voluntary deductions will be processed on the 1st check of each month. No retroactive amounts will be withheld without written authorization of AFSCME.

6. The State and AFSCME will perform audit functions as needed, but no less than quarterly. State Payroll will send AFSCME the employee deduction reports after each payroll run (on or around the first of each month, and after the mid-month payroll run). AFSCME will compare the “dues action spreadsheet” with the next employee deduction report they receive from the State to ensure all the updates have been made. If an update was not completed correctly, AFSCME will include the correction on the next “action spreadsheet” submitted to the State.