

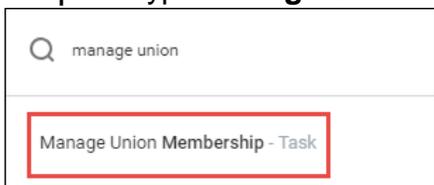
Union Membership, manage

Union Membership is the *Representation* for all services types. When changing a position on a worker (Hire, Job Change, or Termination) the current union membership ends and a new membership segment is started for the new position. Automatic assignment of the membership is generally conducted within the business process, however there are times when you need to complete a union change for the employee’s current position. An HR Partner or Compensation Partner can complete this task. If the Worker has two (2) paid positions, contact [Workday Helpdesk](#).

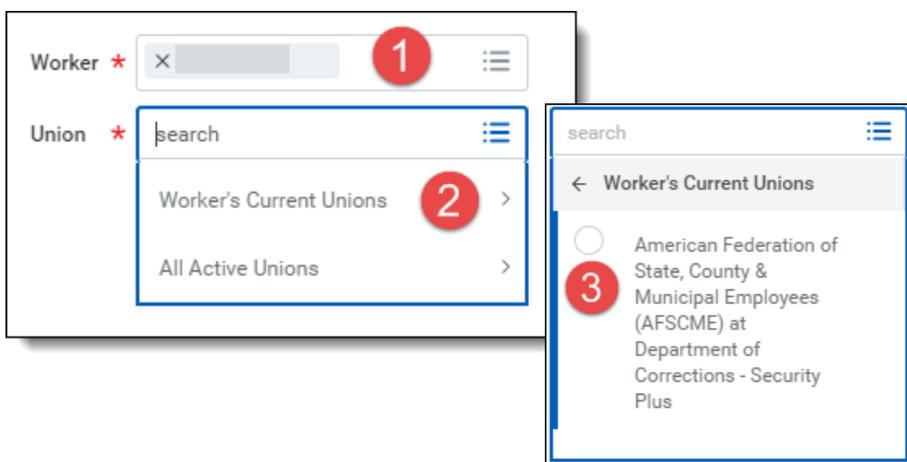


- If the union that is automatically assigned on a hire or job change is incorrect, you cannot remove it by using an end date that is the same as the start date. You will need to send in a [Workday Helpdesk](#) ticket so we can correct it for you.
- The change Union Membership task as a stand-alone process does not feed to payroll (OSPA). If you complete a change union membership task, you must email [Workday Helpdesk](#) to have the change “pushed” to OSPA.

Step 1: Type **Manage Union** in the search bar and click on it in the *search results*.



Step 2: Enter the worker name or OR# in the **Worker** field (1). Click in the **Union** field and select **Worker’s Current Union** (2), then select the *worker’s current union* that displays (3). Click **OK**.



Step 3: Enter the **End Date** (last day in that union) for the current position’s Union Membership. Click **Submit**.

+	*Start Date	End Date	*Type	*Related Position
	05/29/2012	<input type="text"/>	This selection designates the representation of the worker, including all service types, and sends the associated code to payroll for benefits. Union dues and member status are not managed in Workday. See your pay-stub or payroll office for dues status. - Active - No Dues	Executive Support Specialist 1

Step 4: Assign the new Union Membership for the position. From the *Manage Union Membership* task, enter the employee’s name or OR# in the **Worker** field (1). Click in the **Union** field to select the new union (2). Click **OK**.

Worker * 1

Union * SEIU 2

12 Results

- Service Employees International Union (SEIU) Non-Strikeable - Human Services Coalition
- Service Employees International Union (SEIU) Non-Strikeable - Institution Coalition
- Service Employees International Union (SEIU) Non-Strikeable - Oregon Department of Transportation

Enter a key word and hit enter to narrow your selection list.

Step 5: *Union Seniority Date* is not required (1). Check with your agency to see if this field is being utilized. Enter the **Start Date** (2), **Type** (3), and **Related Position** (4). Click **Submit**.

Union Seniority Date 1

Membership Information

1 item

+	*Start Date 2	End Date	*Type 3	*Related Position 4
	08/01/2019	<input type="text"/>	This selection designates the representation of the worker, including all service types, and sends the associated code to payroll for benefits. Union dues and member status are not managed in Workday. See your pay-stub or payroll office for dues status. - Active - No Dues	Research Analyst 4 - SR30 - Non Exempt

No gap between end date and start date.

Only one option for all employees.

Step 6: Email [Workday Helpdesk](#) with the employee’s *name*, *OR #* and the effective date of the union change to request the task be “pushed to payroll.”