



# Ohio Department of Administrative Services

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George V. Voinovich  
Governor

Sandra A. Drabik  
Director

November 26, 1997

Payroll Letter 730

To: Payroll Officers, Personnel Officers, Labor Relations Officers and Fiscal Officers of all Departments, Institutions, Boards and Commissions

From: Robert L. Cruse, State Payroll Administrator

Subject: Union Deductions

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Based on bargaining agreements between the various unions and the State of Ohio, the employer agrees to deduct from the wages of employees either a fair share fee (deduction codes beginning with an "S") or dues (deduction codes beginning with a "D"). The bargaining agreements stipulate that if the employee does not become a dues paying member within a specified period of time, the employer is to automatically deduct the fair share fee.

The payroll system places a fair share fee on the employee's payroll record unless the employee completes an authorization for payroll to deduct dues from their wages. **It is imperative that when an authorization is completed, the deduction code is posted to payroll in a timely fashion. This should be within the pay period in which the authorization is submitted, but no later than the following pay period.**

Thank you in advance for your cooperation. If you have any questions, please contact me at (614) 466-2986.

RLC/bc