

MEMBERSHIP UPDATES



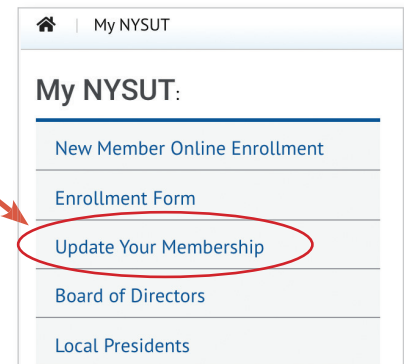
USER GUIDE

To the nysut membership update feature on nysut.org

Using the NYSUT.org Membership Roster

1. Authentication

- Log in at *NYSUT.org*
- Local presidents, membership contacts and authorized members designated by the president are allowed access to the local's membership roster.
- The first option you'll see under My NYSUT on the left is: **New Member Online Enrollment** – more on that later.
- The third option you will see under the My NYSUT heading on the left is: **Update Your Membership** in the section's navigation menu.



2. Viewing and Searching

- Initial view will display the local's entire active membership alphabetically by last name.
- Ability to filter by dues level, member status or last name.
- Use **Reset Search** link to see all members again.
- Sort results using any of the blue column headings, name, address, etc.
- The **Export Results** button will create an Excel file of your current search results for your use.
- **Export Non-Members** button will create an Excel file of non-members and their statuses. Status: Potential, Suspend, Withdrawn, Pending Withdrawn, or Agency Fee for private sector locals. If you're unsure of the definition of these member statuses, contact Member Records at *memberec@nysut.org*.
- Click on the pencil icon at the end of the row to display a members' data for editing.

Update Your Membership

Abraham Wing Teachers Association

Questions? memberec@nysut.org | Layoffs? (800)342-9810 | Help | Adding Members

Search Your Membership

Dues level: All | Member status: All | Last name: [] | Search | Reset

Showing records 1 - 25 of 61 total records | Export Current Results | Export Non-Members

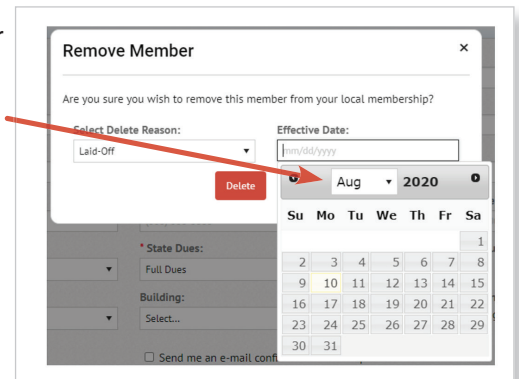
Name	Address	NYSUT #	E-mail	Phone	Position	Dues	Bldg.	Status	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Teacher	Full Dues		Member	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Teacher	Full Dues		Member	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Teacher	Full Dues		Member	



3. Updating a Member

- Verify member's information and make updates as necessary.
- Addresses are checked upon submission by an address validation service. You may be prompted to override an address that is not found.
- If the member being updated has an existing My NYSUT account on **NYSUT.org**, their email field will not be editable, it will appear grayed out. The member can log in and change their email through edit profile
- **STATUS CHANGES** -The member's union status is not allowed to be updated at this time.
 - i. **NON-MEMBER STATUS** – To convert a non-member/fee payer to a member, the local must submit an enrollment form signed by the new member.
 - ii. **NEW On-Line Enrollment Form** – A secure e-form is available through your account. See *New Member Online Enrollment*.
 - iii. **DELETE** – You may delete a member and provide a reason. Member Records will make the deletion with your reason once submitted.
 - **NEW** – use the calendar to select the effective date of the delete.
 - Reasons for delete include:

• Laid off – choosing this option continues the membership of the individual, however no dues are associated with this level. The local is not billed.	• Erroneous Record	• Deceased
• Out of Unit	• Quit Unit	• Unknown
• Transferred	• Left Profession	



■ DUES CODE CHANGES

You can change a dues code.

- i. Remember we **do NOT delete retirees**, we change their dues code to **RETIRED**.
- ii. You can mark a member as on leave.
- iii. You can return an on-leave member to a dues status.
- iv. You can return a laid off member to in-service.

- If you would like an email confirmation of the member update sent to you, select the check box directly above the **Update** button accordingly.
- Upon a successful update you will be presented with a confirmation screen. You can update the record again or return to the membership roster page.

Member Update Form

* First Name: CLARK Nickname: M.I.: * Last Name: KENT

Address: 800 Troy Road Address 2:

City: Latham State: New York ZIP: 12110

Email: ckenet@dailypianet.com Primary Phone: (518) 555-1212 Mobile Phone: (212) 555-1212

* Position: Teacher * State Dues: Full Dues Member Status: Potential

Payment Code: Payroll Building: Abraham Wing School Bargaining Unit: Abraham Wing TA

Send me an e-mail confirmation of this update.

Update Your Membership
Abraham Wing Teachers Association

Questions? memberrec@nysut.org Layoffs? (800)342-9810 Help Adding Members

Update Successful!

Name: CLARK KENT Address: 800 TROY ROAD LATHAM NY 12110-0000 Email: ckenet@dailypianet.com Primary Phone: (518)555-1212 Mobile Phone: (212)555-1212 Position: Teacher State Dues: Full Dues Member Status: Potential Payment Code: Payroll Building: Abraham Wing School Bargaining Unit: Abraham Wing TA	Name: CLARK KENT Address: 800 TROY ROAD LATHAM NY 12110-0000 Email: ckenet@dailypianet.com Primary Phone: (518)555-1212 Mobile Phone: (212)555-1212 Position: Teacher State Dues: Full Dues Member Status: Potential Payment Code: Payroll Building: Abraham Wing School Bargaining Unit: Abraham Wing TA
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4. Adding members

- To add a member, NYSUT requires a signed enrollment form.
- If using paper enrollment forms, have the member sign and submit one portion to NYSUT via email at memberec@nysut.org or via fax to 518-213-6477 and submit a copy to the payroll department to begin dues deduction.
- If using the electronic enrollment form:
 - There is nothing you need to send to NYSUT. The update is done once the form has been completed.
 - You will receive a confirmation email
 - You can verify the individual is now listed as a member in NYSUT's membership system.
 - You can verify their status and information in this tool.
 - A copy of this form will be sent to the business office contact specified by you and authorizes dues deduction. Maybe if you have added a business office contact, a copy of this form authorizing dues deduction will be sent to that individual. If you do not provide a contact, you will still need to provide the form to the payroll office.
- This tool can be used in addition to, or in place of, the membership report/tearoff currently mailed as backup to the bill.
- If you choose to go green you can stop receiving the membership report; not the bill, but the membership listing. Simply email memberec@nysut.org and we'll stop sending the membership roster.
- A local president can designate a membership person to make changes to the membership listing. This authority stays in place until either the member is deleted or the local informs NYSUT to remove the authority.

5. Support

Use the email and phone number contact information along the top of the page for any questions or problems you have viewing your membership or making updates.

Update Your Membership

Anytown Teachers Association

Questions?

 memberec@nysut.org

 Layoffs?

 (800)342-9810

 Help

 Adding Members