Mass Payroll Updates on TD Connect

This guide will walk you through:

- When to make mass payroll changes
- Why we use mass payroll update
- What to look for when making a mass payroll update
- Steps to making a mass payroll update

Making Mass Payroll Deduction Changes

1. Treasurers will use mass payroll update when Local, LCA, International, State Legislative Board or GCA dues increase or decrease.
2. Using the mass payroll update will allow treasurers to change dues for all members at one time instead of having to change deductions one member at a time.
3. When making a mass payroll update, a treasurer should be careful that the correct amount is entered when making the mass deduction change.
4. Treasurers who have credentials for the TD Connect test system can login with the following link and explore the new payroll mass update feature before using it on the live system. The user name credentials should be the first initial of the treasurer's first name, plus his or her last name and 12345 for the password.
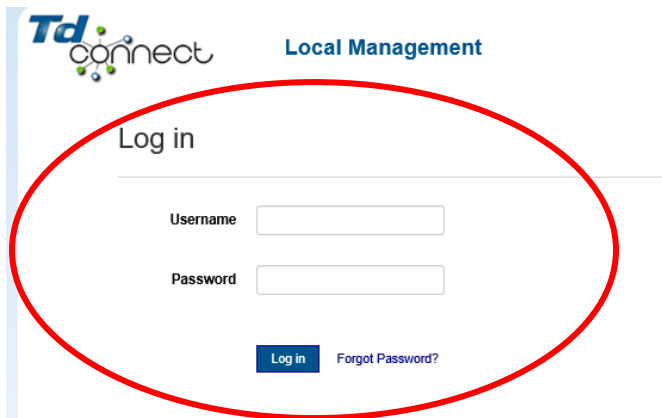
https://qa.td.enterprise.smart-union.org/SMART_TD_Local/CarrierPayroll/PayrollMassUpdate.aspx

Carrier payroll deductions and carrier payroll mass update is only used for members employed by UP, KCS, and LACMTA at the current time.

For members employed by all other carriers/companies, treasurers must use the carrier/company's system or process to update payroll deductions.
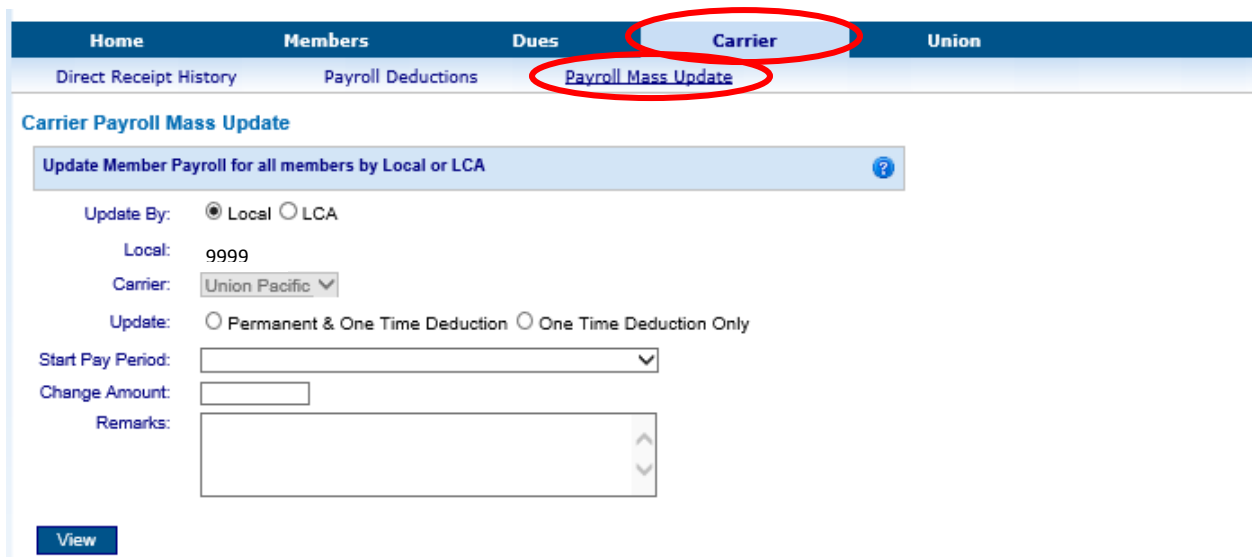
Step 1:

Log in to TD Connect using the credentials supplied by SMART TD.

Step 2:

Click on **Carrier > Payroll Mass Update**

Step 3 (LOCAL MEMBER MASS UPDATE):

Updates can be applied to all members of the local or to members of a specific LCA.

We will walk through local members first. Select **Local > Permanent & One Time Deduction** or select **One Time Deduction Only**. Choose Permanent & One Time Deduction any time dues will be increased or decreased permanently. Select One Time Deduction only when deductions need to be made for only one pay period.

Step 4 (LOCAL MEMBER MASS UPDATE):

In the **Start Pay Period** dropdown box, select the pay period to start the payroll mass update with.

Note: Treasurers will need to think about when the change should start. In this example, notice that the change will take place on the May-19, 2nd period cutoff to be applied to the July-19 dues.

Step 5 (LOCAL MEMBER MASS UPDATE):

After selecting the pay period, enter the amount for the increase or decrease in the **Change Amount** box. Also enter any remarks you may want to enter and click > **View**. Note: When increasing dues (for example $5.00) you will enter (5.00) in the change amount box. When decreasing dues (for example $5.00) you will enter a negative sign before the amount (-5.00) in the change amount box. *Only enter the amount the dues will increase or decrease by, not the entire amount of the new deduction!*

Once treasurers have entered the change and click **View**, a list of all members will pop up, and it will show the payroll period the deduction comes out, the old amounts, and the new amounts. An example is shown below. Note: If a member has dues taken out of both pay periods, the new deduction will be split in half.

Example: In the scenario above, if the dues increase is $5.00, and a member has $100.00 taken out of each pay period for a total of $200.00, then the new deduction amount from each period will be $102.50 for a new total of $205.00.

Once the new amounts are reviewed and correct, click **Update**.

Once updated a message will pop up that says "The permanent payroll deductions were updated."

This concludes the Local Mass Update section of the guide.

The following steps will walk treasurers through making a payroll mass update for specific LCAs. When making mass updates to LCAs, only the members in the LCA chosen will have dues updated.

Step 1 (LCA MASS UPDATE):

Click on **Carrier > Payroll Mass Update.**

Step 2 (LCA MASS UPDATE):

Click **Update By > LCA**, then select the LCA to update in the dropdown box.

When the LCA is selected, new boxes to fill out will populate on the screen. Treasurers will fill out this information to complete the process.

Step 3 (LCA MASS UPDATE):

Select Local > Permanent & One Time Deduction or select One Time Deduction Only. Chose Permanent & One Time Deduction any time dues will be increased or decreased permanently. Select One Time Deduction only when deductions need to be made for only one pay period.

In the **Start Pay Period** dropdown box, select the pay period to start the payroll mass update with. Note: Treasurers will need to think about when the change should start. In this example, notice that the change will take place on the May-19, 2ⁿᵈ period cutoff to be applied to the July-19 dues.

After selecting the pay period, enter the amount for the increase or decrease in the change amount box. Also enter any remarks you may want to enter and click **View**. Note: When increasing dues (for example, $5.00) you will enter (5.00) in the change amount box. When decreasing dues (for example, $5.00) you will enter a negative sign before the amount (-5.00) in the change amount box.

Only enter the amount the dues will increase or decrease, not the entire amount of the new dues requirements!

Home	Members	Dues	Carrier	Union
Direct Receipt History	Payroll Deductions	Payroll Mass Update		

Carrier Payroll Mass Update

Update Member Payroll for all members by Local or LCA ❓

Update By: ○ Local ● LCA

Local: 9999

LCA: 927A ▾

Carrier: Union Pacific ▾

Update: ● Permanent & One Time Deduction ○ One Time Deduction Only

Start Pay Period: MAY-19 2nd Period Cutoff: 05/29/19 for JUL-19 Dues ▾

Change Amount: 5.00

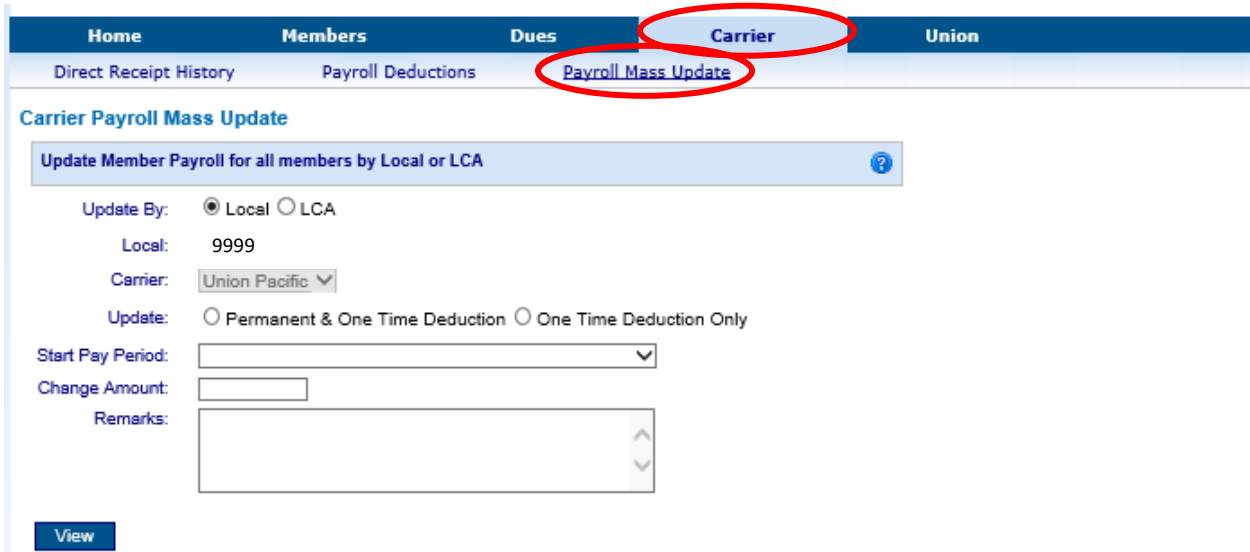Remarks: LCA 927 dues increase.

View

Once treasurers have entered the change and click **View**, a list of all members will pop up, and it will show the payroll period the deduction comes out, the old amount and the new amount. An example is posted below. Note: If a member has dues taken out of both pay periods, the new deduction will be split in half.

Example: In the scenario above, the dues increase is $5.00, and if a member has $100.00 taken out of each pay period for a total of $200.00, then the new deduction amount from each period will be $102.50 for a new total of $205.00.

Once the new dues amounts are reviewed and correct, click **Update**.

View

Member Payroll Permanent Deductions							Update
Member	Employee ID	LCA	Payroll Period	Deduction 1	Deduction 2	New Deduction 1	New Deduction 2
Andri, Kt	12345	927A	Second	0.00	224.68	0.00	229.68
Doe, Joe	67894	927A	First	395.13	0.00	400.13	0.00
Everet, John	56266	927A	Second	0.00	142.88	0.00	147.88
Frank, James	51265	927A	First	250.58	0.00	255.58	0.00
Gore, Al	12641	927A	Second	0.00	334.88	0.00	339.88
Monroe, Daniel	35468	927A	First	286.88	0.00	291.88	0.00
Zion, MT	65468	927A	First	334.88	0.00	339.88	0.00
Red, Rocky	79765	927A	Both	146.20	197.68	148.70	200.18

Once updated, a message will pop up that says "The permanent payroll deductions were updated."

Start Pay Period: MAY-19 2nd Period Cutoff: 05/29/19 for JUL-19 Dues

Change Amount: 5.00

Remarks: LCA 927 dues increase.

View

The permanent payroll deductions were updated.

This concludes the guide to LCA mass updating.