



# LMC Website User Guide

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# 1 About this guide

## 1.1 Who Should Use It

This guide is intended for MEA staff, Presidents, and Membership Chairs that perform membership processing within the membership system now known as the netFORUM eWeb application:

- Basic Tasks: users can learn how to search, add/edit contact information, and run reports
- Membership Processing Tasks: users can learn how to add, terminate, and process dues adjustments on bargaining unit member records
- Percentage Dues Tasks: users can learn how to add bargained wages for the active members in their bargaining unit.

# 2 Introduction

## 2.1 Purpose

The purpose of this document is to define the functionality within the LMC (netFORUM eWeb) website that will be used by the MEA staff, Presidents, and Membership Chairs. Beginning July, 2009 all membership records will be maintained within the netFORUM application.

## 2.2 Scope

The contents of this guide will explain in depth how to manage bargaining unit members which consist of adding members, terminating members, and adjust existing member's dues; managing officers which include adding and terminating officers; and also managing percentage dues.

Users will need to follow the appropriate guidelines when processing membership records in the netFORUM eWeb application. For detailed MEA guidelines see the yearly Membership Processing Handbook. The handbook can be found online at <u>www.mymea.org</u>.

# 2.3 System Information

The netFORUM eWeb application is a web based application that can be accessed on the internet. The application works with Internet Explorer 6.0 or higher. It is recommended to use Internet Explorer version 7.0. It also works with Safari browsers within Macintosh.

- To access netFORUM eWeb go to one of the following:
  - o <u>https://netforum.mymea.org/eweb/</u>
  - www.mymea.org and select the Local Membership Chairs link at the bottom of the page

# 3 Accessing, Starting and Stopping the System

### 3.1 Security Access

To process the tasks covered in the manual, it will be required to obtain a user name and password. Users that have a user name and password assigned from our previous LMC website application can continue to use the same login information. To obtain a login and password or reset a password follow the instructions in the First-time Users section.

### 3.2 First-time Users



- 1. Open the internet browser window
- 2. Go to <u>www.mymea.org</u> and select the Local Membership Chairs link

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			Go	
			Presidents, Membership Chairs, <u>Request Login</u> and MEA staff can request a login	
			to the LMC/% Dues Website	
			For technical assistance, please contact MEA-IT at 1-800-292-1934 ext. 5440 or email MEAIT@mea.org.	
			For processing assistance, please contact Membership at 1-800-358-8536 or email FRED@mea.org.	
			Michigan Education Association, 1216 Kendale Blvd., P.O. Box 2573, East Lansing, MI 48826-2573	
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3. Select the **Request Login** link

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MEA Michigan Education Association		
First Name Last Name Last 4 Digits SSN Bargaining Unit Name Role President E-mail Address Request Login Note: Only Membership Chairs or Presidents can have access to the LMC Website		
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- 4. Complete the LMC Login Request screen
- 5. Select the Request Login button



- 6. The request will be processed within 2 business days
- 7. Close the browser window

# 3.3 Resetting your Password

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MEA Michigan E	ducation Association	
	Current Bargaining Unit: Login prior to selecting a Bargaining Unit (Select Bargaining Unit)	
My Information Manage Bargaining Unit Manage Percentage Dues LMC Reports	Login Required	
	For technical assistance, please contact MEA-IT at 1-800-292-1934 ext. 5440 or email MEAIT@mea.org.	

1. Select the forgot your password link

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MEA Michigan E	ducation Association	
	Current Bargaining Unit: Login prior to selecting a Bargaining Unit (Select Bargaining	<u>a Unit)</u>
Home	Forgot your password?	
My Information	No problem. Click here to retrieve your password.	
Manage Bargaining Unit	13	
Manage Percentage Dues		
LMC Reports		
	Michigan Education Association, 1216 Kendale Blvd., P.O. Box 2573, East Lansing, MI 48826-2573 800-292-1934 • <u>webmaster@mea.org</u>	
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2. Select the here link

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Bargaining Unit Name		
E-mail Address		
Request Password Reset	)	
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- 3. Complete the LMC Password Reset page
- 4. Select the Request Password Reset button



- 5. The request will be processed within 2 business days
- 6. Close the browser window

# 3.4 Starting the netFORUM eWeb Application (LMC Website)

The next section will explain how to start the netFORUM eWeb application. After accessing the application, instructions will be provided to create a short cut to the desktop and to save the web address in the Favorites list of Internet Explorer.

Starting netFORUM eWeb		
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WELCOME TO Mymerators A secure website for the leaders and staff of the Michigan Education Association. Click here to enter the site Click here to enter the site Click here to enter the site		<
How to use the new Local Leaders Email System         Never logged on to myMEA.org before? You need to submit the myMEA.org Local Leader Access Form.         If you already have a login or password and it is not working or you encounter any error messages while trying to access this site, please contact the MEA IT Help Desk via e-mail at meait@mea.org or telephone at (800) 292-1934. (Headquarters staff, dial 5440.)         Local Membership Chairs - Go to <a href="https://netforum.mymea.org/eweb">https://netforum.mymea.org/eweb</a> to access the membership system.         This site is designed to work best with Internet Explorer 5.5 or higher.		
		€ 100% • ;;

- 1. Open your web browser (Internet Explorer, Netscape, or Safari)
- 2. To access the website do one of the following:
  - a. Enter the netFORUM eWeb address into the web browser address bar <a href="https://netforum.mymea.org/eweb/">https://netforum.mymea.org/eweb/</a>
  - b. Go to <u>www.mymea.org</u> and select the Local Membership Chairs link
- 3. Select the Enter key

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	\$	🔏 Login Required		🚹 Home 🔻 🔊 Feeds (J) 🔹 🖶 Print 🔹 🛃 Page	🔹 🎯 Tools 👻 🎇		
		MEA Michigan	A Education Association				
			Current Bargaining Unit: Login p	rior to selecting a Bargaining Unit ( <u>Select Bargain</u>	ning Unit)		
	Hon	ne	Login Required				
	My li	nformation					
	Man	age Bargaining Unit	login login name				
	Man	age Percentage Due	mkale		=		
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			Go Go Fremember me forgot your password?				
			Request Loain				
			For technical assistance, please contact MEA-IT at 1-800-292-1934 ext. 5440 or	email <u>MEAIT@mea.org</u> .			
			For processing assistance, please contact Membership at 1-800-358-8536 or e	email <u>FRED@mea.org</u> .			
			Michigan Education Association, 1216 Kendale Blvd., P.O. Box 2573, Eas	at Lansing, MI 48826-2573			
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- 4. Enter the login name
- 5. Enter the **password**
- 6. Check the "**remember me** checkbox
- 7. Select the **Go** button

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8. The home page of the **netFORUM eWeb (LMC Website)** is displayed

**Note:** Contact the MEA-IT Helpdesk for technical assistance or contact the Membership Department for processing assistance.

### **Creating Shortcuts**

File Edit View Favorites Tools	Help	
New Tab	Ctrl+T	
New Window	Ctrl+N	
Open	Ctrl+O	
Edit with Microsoft Visual Studio 2005		
Save	Ctrl+S	
Save As		
Close Tab	Ctrl+W	
Page Setup		
Print	Ctrl+P	
Print Preview		
Send	•	Page by E-mail
Import and Export		Link by E-mail
Properties		Shortcut to Desktop
Work Offline		и
Exit		

- 1. In Internet Explorer, select File from the menu bar
- 2. Select Send
- 3. Select Shortcut to Desktop



- 4. Minimize netFORUM eWeb
- 5. Verify the shortcut is on your desktop
  - Rename the shortcut to netFORUM LMC Website by right clicking on the icon located on your desktop

### Adding netFORUM eWeb to Favorites

Favorites Tools Help	
Add to Favorites	
Add Tab Group to Favorites	45
Organize Favorites	
	- 1

- 1. Open netFORUM eWeb
- 2. Select Favorites/Add to Favorites from the menu

Add a Favo	rite	
$\bigstar$	Add a Favorite Add this webpage as a favorite. To access your favorites, visit the Favorites Center.	Rename the Favorite to netFORUM LMC Website
Name:	netFORUM LMC Website	
Create in:	🚖 Favorites 🛛 👻 New Folder	
	Add Cancel	

- 3. Enter netFORUM LMC Website into the Name field
- 4. Select the Add button

# 3.5 Managing My Information

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Edit View Favorites To	ols Help		
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MEA Michigan E	ducation Association		
Home	My Information	Current Bargaining Unit: N/A (Select Ba	rgaining Unit)
<b>My Information</b> Manage Bargaining Unit	Your Individual Information is displayed below. You may update this information by clicking on the edit link.		
Manage Percentage Dues	Individual Information	Edit	
LMC Reports	Melissa Kale HQ Associate MEA ASO	13	
Logout	Primary Address Information		
	1350 Kendale Blvd East Lansing, MI 48823-2010		
	Contact Information		
	Phone: (517)337-5538 E-Mail: mkale@mea.org		
	Would like to change your password? <u>Click here.</u>		
	Michigan Education Association, 1216 Kendale Blvd., P.O. Bo 800-202-1934 • webmaster@m	: 2573, East Lansing, MI 48826-2573 ea org	

- 1. Select the My Information link
- 2. Select the Edit button

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Home	Edit My Informa	tion			
My Information	You may update your inc	dividual information below.			
Manage Bargaining Unit	Personal Information				
	prefix:				
Manage Percentage Dues	first name:	Melicsa			
LMC Reports	middle name:	A			
Logout	last name:	Kale			
	organization:	MEA ASO			
			Request Org Change		
	title:	HQ Associate			
	Address Information				
	mailing address:	1350 Kendale Blvd			
	city:	East Lansing			
	state, postal code:	MI	✓ 48823-2010		
	country/province:	UNITED STATES	▼		
	Primary Contact Informatio				
	phone:	(517)337-5538	Manage Contact Info		
	fax:		Nº -		
	e-mail:	mkale@mea.org	-		
	comm method:	*			

#### 3. On the Edit My Information page

- a. Update your name
- b. Update your address
- c. Manage all of your contact information (Use the Contact Info button)
- 4. Select the **Save** button

### **Changing Passwords**

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Edit View Favorites T	ools Help	
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MEA Michigan	ducation Association	
	Curre	nt Bargaining Unit: N/A (Select Bargaining Unit)
Home	My Information	
My Information Manage Bargaining Unit	Your Individual Information is displayed below. You may update this information by clicking on the edit link.	
Manage Percentage Dues	Individual Information Edit	
LMC Reports	Melissa Kale HQ Associate MEA ASO	
Logout	Primary Address Information	
	1350 Kendale Blvd East Lansing, MI 48823-2010	
	Contact Information	
	Phone: (517)337-5538 E-Mail: mkale@mea.org	
	Would like to change your password? <u>Click here.</u>	
	Michigan Education Association, 1216 Kendale Blvd., P.O. Box 2573, East Lansing, MI 48 800-292-1934 • webmaster@mea.org	8826-2573
		🕡 🗸 Trusted sites 🔍 100% 🔹

- 1. Select the My Information link
- 2. Select the Click here link next to Would you like to change your password?

🥙 Change Password - Microso	ft Internet Explorer provided by MESSA IT Shared Services		X
💽 🗸 🙋 https://netforum	.mymea.org/netFORUMMEADEV2/eWeb/DynamicPage.aspx?webcode=ChangePassword	💌 🔒 🐓 🗙 Yahoo! Search	P -
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		Current Bargaining Unit: N/A (Salart B	arrazining Unit)
Home	Change My Password   Change Password	Carrent barganning onld Nyx (benett b	(and a line)
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Manage Bargaining Unit	web login: mkale		
Manage Percentage Dues	new password:		
LMC Reports	confirm new password:		
Logout			
	Change Password	Cancel	
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)ynamicPage.aspx?webcode=Changef	Password	🧊 🗸 Trusted sites	🔍 100% 🔹 🛒

- 3. Enter a new password
- 4. Confirm the **new password**
- 5. Select the Change Password button

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File Edit View Favor	ites Tools Help			
🚖 🕸 🌈 Change Par	sword	Home	🔹 🔝 Feeds (J) 🔹 🖶 Print 🔹 🔂 Page	🔹 🔿 Tools 🔹 🎽
MIE	<b>EA</b> gan Education Association			
		Cu	urrent Bargaining Unit: N/A ( <u>Select Barga</u>	ining Unit)
Home	Change My Password	Password Changed		
My Information	Your password was changed	successfully		
Manage Bargainin	g Unit	Done		
Manage Percentag	e Dues	3		
LMC Reports				
Logout				
	Michigan Education As	sociation, 1216 Kendale Blvd., P.O. Box 2573, East Lansing, N 800-292-1934 • <u>webmaster@mea.org</u>	/II 48826-2573	
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6. Select the Done button

# 4 Managing Bargaining Unit Members

# 4.1 Adding a Bargaining Unit Member

A) An application form must be completed for each new member in the local. Individuals who were members in the previous year need not re-enroll. Liability insurance coverage goes along with membership. Therefore if the member worked only one day of the month, it would be required that the member pay dues for that month to have liability coverage.

B) The new member should complete and sign the application form using a ball point pen. Provide all information requested. A Social Security Number is required before processing the application. Starting 09/01/2006 the member is required to select a NEA Dues Code and also enter their bargaining unit wage on the application. MEA Dues is 1.5 % of the bargained wage.

C) Distribution of completed forms: First ply (blue) to MEA Headquarters; second ply (green) to business office if payroll deduction; third ply (canary) to local association; fourth ply (gold) to Uniserv office; fifth ply (white) to the member.

D) Transmittal of completed application forms to MEA Headquarters: Gather all the MEA Headquarters (blue) copies together. Once LMC or the UniServ office processes the new applications, the dues for each member will be identified on the current billing detail starting on page 3 of the invoice. The Uniserv office will forward the applications to headquarters after the processing is complete. All processed applications should be signed off with your initials and the date processed.

E) New members who wish to join MEA-Retired (AIM) should complete and sign the Continuing Membership application or complete an MEA-R application. If the member would like to pay for MEA-R (AIM) upfront, forward the application and payment to the Membership Department. Members that enrolled between September 2004 and August 2006, MEA-Retired membership will be \$200. Members that enroll with a start date of September 2006 and after, MEA-Retired membership will be \$400. Members who wish not to participate in MEA-Retired should check the

**OPT OUT** option located on the bottom of the continuing membership application. If this option is not selected, the member will be automatically enrolled in AIM and charged either \$1.00 per month or \$2.00 per month depending on when the member enrolled.

F) Effective with the 07/08 school year, all users are now able to add fee payers and their wages into the membership system.

G) Starting July 2009, members that need to be retroactively added into the membership system can have a start date of 09/01/2006 and after. The netFORUM application can not charge members dues based off of the MEA dues products that were used prior to 09/01/2006. Members that join starting 09/01/2006 and after are charged dues based off of NEA dues codes and bargained wages. Please follow the instructions carefully; percentage dues can not be charged for any year prior to 09/01/2006.

Michigan Education Association	Local-Mic and	NG MEMBER: higan–National Ec MEA/NEA-Retire	SHIP APPLICA Jucation Association Membership	TION FOR	USE BY LOCAL
	PLEASETY	PE OR PRINT FIRMLY	WITH A BALL POINT PE	N.	
		FIRST NAME	MIDDLE INITIAL	LAST NAME	PREFERRED FIRST NAME
OME ADDRESS STREET	85 MAS DR   JR 243	1		E-MAL ADD	RESS (WORK)
ITY	STATE	ZIP CODE	COUNTY	E-MAIL ADD	RESS (HOME)
ALING ADDRESS STREET	1	1	· ·		
TY	STATE	ZIP CODE	COUNTY		
ORK TELEPHONE		EXTENSION		HOWE TELEPHONE	
, DIOCD ED NO 2005					DIDTI IDJTE
	A NATIVE 🗆 ASIAN DISLANDER 🔄 MU	BLACK OR AFRICAN	AMERICAN CAUCASIAN	HISPANIC OR LATINO	
WE OF LOCAL ASSOCIATION		D D	OC DISTRICT.		ESSTART DATE
AGE & NEA DUES CODE - Check appropriate b	or .	EA ESP			1
nnual Bargaining Unit Wage (required to determine MEA dues encount)	NEA Dues Code 8 (check one)	5A: 100 EA \$1-100% of Full	Load 20-50% of Full Lo	⊒25 EA and Up to 25% of Full Lo	☐Bargaining Unit Sub ad
		SP: 100 ESP 20.01 plus Hour	sWeek 10.01-20 Hours/	∐iss ESP Week Up to 10.0 HoursW	ook
CURRENT OCCURATION EDU	CATION				
Refer to codes on back of form; Circle enter as many as appropriate.	highest degree.		STATE Refer to co	des on back of form;	STATE ENDORSEMENT CODES Reler to codes on back of form;
01 0	HIGH SCHOOL DIPLOMA ASSOCIATE'S DEGREE	07 JURIS DOCTORATE 08 MEDICAL DEGREE	enter as n TYPE	EXPIRATION DATE 1.	enter as many as appropriate.
03 8	ACHELOR'S DEGREE	09 OTHER LICENSE OR C	ERTIFICATE	2.	
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netFORUM LMC User Manual 02242010

### OCCUPATIONS. **CERTIFICATION &** ENDORSEMENT AREAS

Please use the following codes to describe your occupation, subject endorsement(s), other areas of interest and certification(s). Enter as many codes as appropriate on the front of this application. This data will help deliver targeted information in response to specific member needs.

#### OCCUPATION CODES

#### CUSTODIAL

- COLO Custodian COLO Freight, Stock & Materials Handler
- C921 Groundskeeper
- C923 Laborer C927 Maintenance Rapairer/General Utility

- FOOD SERVICE F033 Cashier
- F908 Cook Manager F907 Cook/Food Preparer
- F011 Distition
- F017 Food Satvice Director/Supervisor F044 Food Service Worker
- SECURITY/GUARDS
- G815 Police Office
- 6948 Security Guard

#### HEALTH & STUDENT SERVICES.

- H801 Athlatic Coach H900 Athletic Trainer
- H804 Behavioral Management Specialist
- Counselor HBCB
- HARO Curriculum Seecialist
- H915 Family/Community Support
- Coordinator H210 Grant Developer
- H813 Non-Instructional Program
- Coordinator H384 Nurse-Registered
- H992
- Ombudsperson Personnel Officer/Specialist H914
- H388 Physician
- H320 Psychologist H316 Public Relations/Informational Officer
- Rehabilitation Counselor H817
- Research & Development Specialist 1019
- H310 Social Worker H949 Student Activity Advisor/Non-Athletic
- Ceach
- H946 Student Support/Health Services
- H959 Volunteer Coordinator H2007 Dormitory Personnel

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02242010

HIGHER EDUCATION FACULTY E2001 Higher Education Professor

- E2002 Higher Education Associate Professor
- E2003 Higher Education Assistant Professor E2004 Higher Education Instructor
- E2005 Higher Education Graduate Assistant
- E2006 Higher Education Hall Director

#### MEDIA & TECHNICAL SERVICES

- L805 Computer Operator
- L806 Computer Programmer L807 Computer Technician
- LQ10 Data Entry Clerk
- L811 Librarian/Media Consultant L929 Media Technologist
- L812 Network Administrator 1937 Photontacher
- L819 Statistician
- L820 Technology Coordinator

#### MAINTENANCE

- M033 Carpenter M033 Chief Maintenance
- M012 Electrician
- W914 Facilities Maintenance Worker
- 140022 Glazier
- M220 Graphic Artist
- Painter & Paperhanger M935
- M938 Plumber
- M239 Printer
- MQ45 Skilled Craft
- OFFICE PERSONNEL

- 0800 Accreditation 0802 Attendance Officer
- 0803 Auditor School
- 0902 Bookkeeper/Accountant
- 0505 Clerical/Secretarial 0916 File Clerk
- 0919 General Office Clerk
- 0626 Mail Clark 0631 Chice/Clarical/Administrative Support 0941
- Purchasing Agent
- 0942 Receptionist 0943 Records Clerk
- 0947 Secretary 0951 Switchboard/PEX Operator

#### PARAPROFESSIONALS & AIDES

- P404 Aide SpecialEd
- P901 Bilingual Aide
- P804 Bus Monitor/Crossing Guard P813 Extra-Cernicular Activity Aide
- PB33 Hall Monitors
- Instructional Aide Chapter 1 Instructional Aide not Special Ed or PROS
- P#22
- Chapter 1 PATE
- Instructional Aide Special Ed
- P824 Library Aide P825 Library Media Aide
- P\$28 Media Center Aide
- PBS3 Nurse Aide
- P833 Other Non-Instructional Support Personnel
- PR95 Paraprofessionals
- **Teaching Assistant** P852 P853 Teaching Intern
- P854 Teaching/Classroom Aide

#### P957 Tuter

- TEACHER
- E540 Conseltant E908 Counselor
- E320 Psychologist
- E310 SocialWorker E380 Substitute Teacher
- E1000 Teacher E1001 Adult Education Teacher

February 2010

TRANSPORTATION T994 Other Vehicle Operator 1956 Transportation/Bus Driver 1958 Vehicle Mechanic

TEACHER END ORSEMENT CODES

Behavioral Studies

Bilingual Arabic Bilingual Chaldean

**Bilingual Chinese** 

Bilingual Filipino

**Bilingual French** 

Bilingual German

**Bilingual Greek** 

**Bilingual Hebrew** 

Gilingual Italian

**Bilingual Japanese** 

Bilingual Other Foreign Languages

Bilingual Korean

Bilingual Latin

**Bilingual Polish** 

Bilingual Russian

Bilingual Spanish

**Bilingual Vietnamese** 

Bilingual Yugeslavian Biology

Business Education

Communications Arts Computer Science

Dance Distributive Education

Driver & Safety Early Childhood Educ.

Emotionally Impaired

English as a Second Language

Environmental Studies Family & Consumer Sciences

Foreign Language - Franch

Foreign Language - German

Foreign Language - Hebrew

Foreign Language - Japanese

Foreign Language - Italian

Foreign Language - Latin

Foreign Language - Other

Foreign Language - Polish Foreign Language - Russian

Foreign Language - Spanish General ELK-5

Hearing Impaired

Industrial Technology

Learning Disabilities

History

Hemebound Hemanities SH

Journalism Language Arts

Library Nodia

Geography Guidance & Counseling Health Education Health, Physical Ed & Recreation

Foreign Language - Greek

Earth Science

Fine Arts

**Cultural Studies** 

Chemistry

Business Administration

Nathematics

Niddle Level

Middle School

Music

Impaired

Psychology Reading CE BT

Nentally Impaired

Physical Education

**Political Science** 

Reading Specialist

Secretarial Science

Social Science

Resources:

Sciences

TEACHER STATE

CERTIFICATIONS

STATE CERTIFICATION

Social Studies

Recreation Religions, Academic Study

Speech Speech & Language Impaired Technology & Design

Vecational Business Services

Vocational Family & Consumer

Vocational Health Sciences

Vocational Law Enforcement

Vocational Marketing Educ.

Vocational Teacher Cadet Vocational Technical

Bementary Provisional Bementary Professional

Flementary Permanent

Secondary Provisional

Secondary Professional

Secondary Permanent

Occupational Education

Permit, full year

please specify

Parmit, emergency

Elementary Continuing (30 Hour)

Secondary Continuing (30 Hour)

Elementary Continuing (18 Hour)

Secondary Continuing (18 Hour)

School Psychologist Cartificate

Vocational Full Authorization

Permit, Section 1233b Permit, 150 day Substitute

I understand that of the MEA/NEA

subscription to the VOICE, \$4.90 for

publication TOMORROW'S TEACHER

and \$2.85 for the retired publication

received by members are based on

Page 26 of 117

THIS ACTIVE LIFE, Publications

membership category.

NEA TODAY, \$2.85 for the student

dues, \$12.93 is for a one-year

Vocational Temporary Authorization

Vocational Hospitality

Vocational Child Care Vocational Distributive

Vocational Agriscience & Natural

Physically or Otherwise Health

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PS Philosophy

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Other

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### Adding Bargaining Unit Members

The following instructions show how to add a new bargaining unit member for the current school year.



1. Select the Select Bargaining Unit link

🖉 Select Bargaining Unit	- Microsoft Internet	Explorer provided by MESSA IT Shared Services			- 7 🛛
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MEA Michigan E	ducation Associ	ation			
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My Information					
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#### 2. Select the Bargaining Unit name

- a. MEA Staff have access to all units
- b. LMCs and Presidents have access only to the units that are assigned to them

Manage Bargaining Unit - Microsoft Internet Explorer provided by MESSA IT Shared Services
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MEA Michigan Education Association
Current Bargaining Unit: Adams Twp CFMOPT (Change Bargaining Unit)
Home Manage Bargaining Unit
My Information Maintain Member Records:
Manage Bargaining Unit         Add Member           Manage Percentage Dues         Edit Member
LMC Reports Display Members:
Logout List Active Members List Historical Members
Michigan Education Association, 1216 Kendale Blvd., P.O. Box 2573, East Lansing, MI 48826-2573 800-292-1934 • <u>webmaster@mea.org</u>
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- 3. After choosing the bargaining unit, the screen displayed will be the **Manage Bargaining Unit** screen
- 4. Select the Add Member link

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#### 5. Enter the 9 digit Social Security Number

- a. Do not use dashes when entering the SSN
- 6. Select the **Go** button

**Note:** If a member already exists in the MEA database, after searching by SSN, choose the members name from the search results page

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	Logout	Suffix:	Carson					
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		E-mail:	Home 🗸	ecarson@yahoo	.com			
		Gender:	Female 🗸					
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- 7. Enter the Individual Information on the Member Add screen
  - a. All required fields must be filed out (required fields are in bold)
  - b. Enter all data in mixed case
  - c. Do not use punctuation in the address fields

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- 8. Enter the Relationship Information
- 9. Enter the Bargaining Unit Start Date
  - a. Start Dates should always be the 1<sup>st</sup> of the month
  - b. Only start members between September and June
- 10. Select the Individual Type
  - a. MEA-R and Bargaining Unit Member (Choose this type if the member is enrolling in AIM)
  - b. Bargaining Unit Member ( Choose this type if the member is opting-out of AIM)
- 11. Status this field will update automatically after a NEA Dues Code is selected
- 12. Select the **NEA Dues Code** 
  - a. 100%, 50%, 25%, Leave/Layoff
  - b. Only choose the Fee Payer Dues code, if you are adding a member as a Fee Payer

#### 13. Enter the MEA-R Enrollment Date

- a. This field will only appear if the Individual Type of MEA-R and Bargaining Unit Member is chosen
- b. The enrollment date should be the 1<sup>st</sup> of the month (match this date with the BU Start Date)
- *14.* **MEA-R Payment Plan** This field will update automatically depending on the Individual Type that is chosen
- 15. Enter the Wage
  - a. For new members, use the current year bargained wage
  - b. Wages entered should be the contract bargained wages (for complete guidelines on determining wages, visit the <u>www.iammea.org/percentagedues</u> website)
- 16. Select the Add Member button
- **Note:** When adding members for prior years, you will need to update the wages for all prior year affiliations separately. The Add Bargaining Unit Member screen updates the oldest year first. (i.e. Added member starting 09/01/2006, the wage entered on the Add screen updates the 09/01/2006 record. The additional affiliations will need to have the wages added within the prior year percentage dues screens).

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I	Manage Percentage Dues	in available, please complete the member demographics forms.	
L	LMC Reports	REMINDER: Membership is not offically recognized until enrollment forms are received in the MEA Membership Department.	
L	Logout		
		Continue	
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17. Select the **Continue** button

### **Adding Demographics**

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			terminate date:	BC, Journalism BD, Speech BR, Reading Specialist BT, Reading BX, Language Arts				
			institution type:	K-12 Public School	~			
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Complete the demographic pages only if the member has provided the demographics on the application.

1. Using the Continuing Membership Application, enter the demographic data

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2. Select the **Update** button
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- 3. Continue adding additional demographics by selecting the appropriate form from the Demographic Form dropdown list
  - a. Current Employment
  - b. Current Occupation
  - c. Education
  - d. Certification

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				2	Cancel and go back to Individua	al Profile
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4. Select the **Cancel and go back to Individual Profile** link after all the demographics are entered

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- 5. The members **Profile Page** will appear
- 6. Add additional addresses, phone numbers, and email addresses in the Edit Contact Information link
  - a. For complete instructions on Contact Information see the Editing a Bargaining Unit Member section of this manual

# 4.2 Editing a Bargaining Unit Member

The Edit screen, allows users to edit the member's name and contact information. It is also possible to terminate a member from the edit screen. To terminate members follow the instructions in the Terminating Bargaining Unit Members section of this manual.



- 1. Select the Manage Bargaining Unit link
- 2. Select the Edit Member link

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Current Bargaining Unit: Adams Twp CFMOPT (Change Bargaining Unit)	
Home       To search, enter either the first name, last name, SSN number, or contact ID and then click the "go" button. Entering more than one field will restrict the search, consequently filtering out more records.         My Information       Edit Member   Search         Manage Bargaining Unit       first name:         Manage Percentage Dues       last name:         LMC Reports       ssn last four digits:         Logout       contact id:	
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- 3. Search for the member by entering one or more of the following:
  - a. First Name
  - b. Last Name
  - c. SSN (last 4 digits)
  - d. Contact ID
- 4. Select the Go button

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5. Select the Member's name from the list

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### 6. The MEA Member Profile page appears with the following links

- a. Edit Individual Information
- b. Edit Contact Information
- c. Demographic Information
- d. Member Affiliations Use to terminate affiliations or add officer roles
- e. Committee Detail
- f. Activity History
- g. MEA Membership History
- h. Member History

# **Edit Individual Information**

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	Current Bargaining Unit: Adams Twp CFMOPT (Change Bargaining Unit)
Home	MEA Member Profile
My Information Manage Bargaining Unit Manage Percentage Dues LMC Reports Logout	Brown Dawn         Po Box 152         South Range, MI 49963-0152         Phone: (906)482-8732         Fax:         Email:         Edit Individual Information         Demographic Information         Demographic Information         Committee Detail         Activity History         MEA Membership History         Member History
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1. Select the Edit Individual Information link

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		Current Bargaining Unit: Adams Twp CFMOPT (Change Bargaining Unit)
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My Information		
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anago barganning offit	Prefix:	
Manage Percentage Dues	First Name:	Dawn
LMC Reports	Middle Name:	
Logout	Last Name:	Brown
	Suffix:	
	Badge Name:	Deb
	Ethnicity:	
	Date of Birth:	02/15/1960
	Additional Info:	<u>×</u>
	individual type:	MEA-R & Bargaining Unit Member
	status:	FSP
	join date:	09/01/1997
	mear enrollment date:	09/01/2004
	mear price code:	
		Cancel Save
		2
	Michigan Education Associa	ation, 1216 Kendale Blvd., P.O. Box 2573, East Lansing, MI 48826-2573

- 2. Make any necessary changes
  - a. The SSN is a masked number, To edit the SSN, remove the current SSN and reenter the full 9 digit SSN
  - b. Do not change the **Joined Date.** This is the date that the person joined MEA. It is not the bargaining unit start date.
  - c. To enroll a member into the AIM program, change the members **Individual Type** to **MEA-R and Bargaining Unit Member** and add the **MEA-R Enrollment Date**.
  - d. To opt-out a member from the AIM program, contact the MEA Membership Department.
- 3. Select the **Save** button

# **Edit Contact Information**

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Home	MEA Member Profile
My Information Manage Bargaining Unit Manage Percentage Dues LMC Reports Logout	Brown Dawn Po Box 152 South Range, MI 49963-0152 Phone: (906)482-8732 Fax: Email: Edit Individual Information Edit Contact Information Demographic Info Adity History MEA Membership History Member History
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1. Select the Edit Contact Information link

# Adding Phone Numbers



On the Manage Contact Information screen, edit or add phone numbers, fax numbers, addresses, and email addresses.

2. Select the ADD link next to Phone Numbers

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Add - Phone		
Phone Information		
customer:	Brown Dawn	
phone type:	Cellular	
country:	UNITED STATES	
phone number:	5554455474 ext:	Ξ
unlisted?		
primary?	click to indicate primary phone number	
	Save	-
		~
<		
Done	📑 🗸 Trusted sites 🔍 100% 👻	

- 3. Select the Phone Type
- 4. Enter the Phone Number
- 5. Select the Save button

## **Editing Phone Numbers**

C I	dit Co	ontact	Inform	ation -	Microsoft Internet Explorer provided by MESSA IT Shared Services	
G	$\bigcirc$	- 🤌	https:/	/netforur	n.mymea.org/netFORUMMEADEV2/eWeb/dynamicpage.aspx?webcode=MEAEditContact&indcstkey=cf 🔽 🔒 好 🗙 Yahoo! Search	
File	Edit	View	Favor	rites To	pols Help	
*	4	🏉 Edil	t Contac	t Inform:	ation 🐴 Home 🔻 🔂 Feeds (J) 🔹 🖶 Print 👻 🔂 Page 🗸 🎯 Tools 🚽	•
	1	M	(] /lichi	E/ gan E	ducation Association	
					Current Bargaining Unit: Adams Twp CFMOPT (Change Bargaining Unit)	
	Hon	ne			Manage Contact Information (Brown Dawn)	
	My Ir	nformat	ion		Manage contact information by clicking on the appropriate one. The ones with the checkmark next to them are currently marked as "primary".	
	Man	iage Bai	rgainin	g Unit	PHONE NUMBERS   ADD	
	Man	lage Pe	rcentag	e Dues	Home - (555)222-8585 🗸	
	LMC	Report	ts		Office - (555)331-45	
	Log	out			FAX NUMBERS   ADD	
					ADDRESSES   ADD	
					Home - <u>125 Any St</u> South Range, MI 49963-0152 🗸 PAC - <u>125 Any St</u> South Range, MI 49963-0152	l
					EMAIL ADDRESSES   ADD	1
					Home - <u>dbrown@vahoo.com</u> ✓	
					Cancel	
Done					Trusted sites	

1. Select the phone number that needs to be edited

🏉 Edit - Phone - Microsoft	t Internet Explorer provided by MESSA IT Shared Services	
Edit - Phone		
Phone Information		
customer:	Brown Dawn	
phone type:	Home	
country:	UNITED STATES V	
phone number:	5552226544 ext:	=
unlisted?		
primary?	<ul> <li>click to indicate primary phone number</li> </ul>	
	Save Delete Cancel	
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- 2. Edit the phone information
- 3. Select the Save button

# Adding FAX Numbers

C E	dit Co	ontact In	formatio	ion - Microsoft Internet Explorer provided by MESSA IT Shared Services		
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File	Edit	View	Favorites	is Tools Help		
*	4	🟉 Edit C	iontact Info	nformation 🔐 Home 🔻 🔊 Feeds (J) 🝸 🖶 Print 🔻 🗄	🎐 Page 👻 🍈 Took	5 <b>*</b>
	j	M	E. ichigar	A an Education Association		
				Current Bargaining Unit: Adams Twp CFMOPT (Change	e Bargaining Unit)	
	Horr	пе		Manage Contact Information (Brown Dawn)		
	My Ir	nformatio	n	Manage contact information by clicking on the appropriate one. The ones with the checkmark next to them are currently marked a	is "primary".	
	Man	age Barg	aining Un	Jnit PHONE NUMBERS   ADD		
	Man	age Perc	entage Du	Dues Home - (555)222-6565 ✓ Office (555)231 4554		
	Log	out		FAX NUMBERS   ADD		
				Home - <u>125 Any St</u> South Range, MI 49963-0152 ✓ PAC - <u>125 Any St</u> South Range, MI 49963-0152		
				EMAIL ADDRESSES   ADD		
				Home - <u>dbrown@vahoo.com</u> ✓		
				Cancel		
Done				Trusted sites	<b>a</b> 100%	• .::

1. Select the ADD link next to Fax Numbers

C Add	- Individual Fax - Microsoft Internet Explorer provided by MESSA IT Shared Services	
	Add - Individual Fax	
	Fax Information	
	customer: Brown Dawn	
	fax type: Main 🗸	_
	country: UNITED STATES	=
	fax number: 2225457777 ext:	
	unlisted? primary? 🔽	
	Save Cancel	_
		~
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Done	👍 🗸 Trusted sites	🔍 100% 🔹 🛒

- 2. Select the Fax Type
- 3. Enter the **Fax Number**
- 4. Select the Save button

## **Editing Fax Numbers**

Edit Contact Information - Microsoft Internet Explorer provided by MESSA IT Shared Services			
🚱 🗸 🖉 https://netforum	n.mymea.org/netFORUMMEADEV2/eWeb/dynamicpage.aspx?webcode=MEAEditContact&indcstkey=cf 🔽 🔒 🍫 🗙 Vahoo! Search	<b>P</b> -	
<u>File Edit View Favorites I</u> d	ools <u>H</u> elp		
🚖 🔅 🧭 Edit Contact Informa	ition 🚹 Home 🔻 🔊 Feeds (1) 🔹 🖶 Print 🔻 🔂 Page 🗸	Tools • *	
MEA Michigan E	ducation Association		
	Current Bargaining Unit: Adams Twp CFMOPT (Change Bargaining	ng Unit)	
Home	Manage Contact Information (Brown Dawn)		
My Information Manage Bargaining Unit Manage Percentage Dues LMC Reports Logout	Manage contact information by clicking on the appropriate one. The ones with the checkmark next to them are currently marked as "primar PHONE NUMBERS   ADD Celtular - (555)445-5474 Home - (555)331-4554 FAX NUMBERS   ADD Main - (222)545-7777 ✓ ADDRESSES   ADD Home - 125 Any St South Range, MI 49963-0152 ✓ PAC - 125 Any St South Range, MI 49963-0152 EMAIL ADDRESSES   ADD Home - dbrown@vahoo.com ✓	γ.	
Contains commands for working with t	he selected items.	🔪 100% 🔹 🙀	

4. Select the fax number that needs to be edited

🖉 Edit - Individual Fax	Edit - Individual Fax - Microsoft Internet Explorer provided by MESSA IT Shared Services				
Edit - Indi	vidual Fax		<u></u>		
Fax Information					
customer	Brown Dawn				
fax type	Main 💌				
country	UNITED STATES				
fax number	2225458888 ext:				
unlisted?	primary? 🔽				
	Save Delete Cancel				
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			👩 🗸 Trusted sites 🛛 🔍 100% 👻 🏢		

- 5. Edit the fax information
- 6. Select the Save button

# Adding Addresses

Edit Contact Information - Microsoft Internet Explorer provided by MESSA IT Shared Services			
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Eile Edit View Favorites Id	ools <u>H</u> elp		
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MEA Michigan E	ducation Association		
	Current Bargaining Unit: Adams Twp CFMOPT (Change Bargaining	<u>1q Unit)</u>	
Home	Manage Contact Information (Brown Dawn)		
My Information	Manage contact information by clicking on the appropriate one. The ones with the checkmark next to them are currently marked as "primar	γ".	
Manage Bargaining Unit	PHONE NUMBERS   <u>ADD</u>		
Manage Percentage Dues	Cellular - ( <u>555)445-5474</u> Home - <u>(555)22-6544</u> ✓ Office - <u>(555)331-4554</u>		
	FAX NUMBERS   ADD		
	Main - <u>(222)545-7777</u> ✓ ADDRESSES   <u>APD</u>		
	Home - <u>125 Any St</u> South Range, MI 49963-0152 ✓ PAC - <u>125 Any St</u> South Range, MI 49963-0152		
	EMAIL ADDRESSES   ADD		
	Home - <u>dbrown@yahoo.com</u> ✓		
Contains commands for working with t	he selected items.	<b>1</b> 100% 🔹 📑	

1. Select the ADD link next to Addresses

C Add - 1	Address - Microsof	t Internet Explorer provided by MESSA IT Shared Services	
	Add - Addres	5	
	customer:	Brown Dawn	
	address type:	Work	
	address line 1:	4555 Any St	
	address line 2:		
	address line 3:		=
	city & state:	Lansing MI 👽 zip: 44444	
	county:	Ingham district:	
	country:	UNITED STATES v province:	
	primary?	- click to indicate primary address	
		Save Cancel	-
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Done		Lig Virusted sites	4 100% •

- 2. Select the Address Type
- 3. Enter the Address Information
- 4. Select the Save button

## **Editing Addresses**

🗧 Edit Contact Information - Microsoft Internet Explorer provided by MESSA IT Shared Services			
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Michi	EA gan Education Association		
	Current Bargaining Unit: Adams Twp CFMOPT (Change Bargaining	<u>a Unit)</u>	
Home	Manage Contact Information (Brown Dawn)		
My Information	Manage contact information by clicking on the appropriate one. The ones with the checkmark next to them are currently marked as "primary	a 🛛	
Manage Bargaining	PHONE NUMBERS   ADD		
Manage Percentag LMC Reports Logout	e Dues Cellular - ( <u>555)445-5474</u> Home - ( <u>555)222-6544</u> ✓ Office - ( <u>555)331-4554</u> FAX NUMBERS   <u>ADD</u>		
	Main - <u>(222)545-7777</u> ✓		
	ADDRESSES   ADD		
	Home - <u>125 Any St</u> South Range, MI 49963-0152 ✓ PAC - <u>125 Any S</u> South Range, MI 49963-0152		
	EMAIL ADDRESSES   ADD		
	Home - <u>dbrown@vahoo.com</u> ✓		
Contains commands for worki	ng with the selected items.	100% 🔹 🔐	

7. Select the Address that needs to be edited

Edit - Address - Microsoft Internet Explo	rer provided by MESSA IT	F Shared Ser	vices		
Edit - Address					<u>^</u>
Address Information					
customer: Brown Dawn					
address type: Home	*				
address line 1: 125 Any St					
address line 2: Apt 7		7			
address line 3:		7			
city & state: South Range	MI N	zip:	49963-0152		
county: Houghton		district:			≡
country: UNITED STAT	'ES 🛐	province:			
primary? 🔽 - click to inc	licate primary address				
change reason:			*		
seasonal from:	iii seasonal	through:	16		
on hold?					
				L.	
			Save Delete Cancel	J	
<			S		>
Done				🏹 🗸 Trusted sites	🔩 100% 🔻 💡

- 8. Edit the Address information
- 9. Select the **Save** button
- **Note:** To put an address on hold, check the on hold check box. You will be required to enter an on hold from date and a on hold type.

Note: Do NOT change a members PAC address.

## Adding Email Addresses

🖉 Edit Contact Information -	Microsoft Internet Explorer provided by MESSA IT Shared Services	- 7 🛛
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<u>File E</u> dit <u>View</u> F <u>a</u> vorites <u>T</u> o	ols Help	
🚖 🏟 🌈 Edit Contact Informa	ition 🔐 Home 🔻 🔝 Feeds (1) 🔹 🖶 Print 🔻 🔂 Page 🔹	r 💮 T <u>o</u> ols 🔹
MEA Michigan E	ducation Association	
	Current Bargaining Unit: Adams Twp CFMOPT (Change Bargaini	ing Unit)
Home	Manage Contact Information (Brown Dawn)	
My Information	Manage contact information by clicking on the appropriate one. The ones with the checkmark next to them are currently marked as "prima	ıry".
Manage Bargaining Unit	PHONE NUMBERS   ADD	
Manage Percentage Dues LMC Reports Logout	Cellular - ( <u>555)</u> 445-5474 Home - ( <u>555)</u> 222-6544 ✓ Office - ( <u>555)</u> 2331-4554 <b>FAX NUMBERS   <u>ADD</u> Main - (<u>222)</u>545-7777 ✓ <b>ADDRESSES   <u>ADD</u></b> Home - <u>125 Any St</u> South Range, MI 49963-0152 ✓ PAC - <u>125 Any St</u> South Range, MI 49963-0152 <b>EMAIL ADDRESSES   <u>ADD</u></b> Home - <u>dbrown@yahoo.com</u> ✓</b>	
Contains commands for working with t	I he selected items,	🔍 100% 🔹 🛒

#### 1. Select the ADD link next to Email Addresses

Add - Email  Email Information  e-mail type: Business  e-mail: dbrown@edu.org  primary? select to indicate primary e-mail address  Save Cancel	🖉 Add - Email - Microsof	Internet Explorer provided by MESSA IT Shared Services	
customer:       Dawn Brown         e-mail type:       Business ♥         e-mail:       dbrown@edu.org         primary?	Add - Email		
Save Cancel	customer: e-mail type: e-mail: primary?	Dawn Brown Business	
		Save Cancel	~

- 2. Select the Email Type
- 3. Enter the Email Address
- 4. Select the Save button

## **Editing Email Addresses**

C Edi	t Contact Information	- Microsoft Internet Explorer provided by MESSA IT Shared Services	_ 7 🗙
G	🕥 🗸 🙋 https://netfor	um.mymea.org/netFORUMMEADEV2/eWeb/dynamicpage.aspx?webcode=MEAEditContact&indcstkey=cf 🗹 🔒 😚 🗙 Vahoo! Search	<b>P</b> -
Eile	Edit View Favorites	Iools Help	
🔶 4	🕅 🌈 Edit Contact Infor	mation 🔐 Home 🔻 🔊 Feeds (1) 🔹 🖶 Print 🔻 🔂 Page	• 💮 T <u>o</u> ols • »
	ME2 Michigan	A Education Association	
		Current Bargaining Unit: Adams Twp CFMOPT (Change Bargain	ing Unit)
	Home	Manage Contact Information (Brown Dawn)	
	My Information	Manage contact information by clicking on the appropriate one. The ones with the checkmark next to them are currently marked as "prima	ary".
	Manage Bargaining Unit	PHONE NUMBERS   ADD	≡.
	Manage Percentage Due LMC Reports	S Cellular - ( <u>555)445-5474</u> Home - ( <u>555)222-6544</u> ✓ Office - ( <u>555)331-4554</u>	
		FAX NUMBERS   <u>ADD</u>	
		Main - <u>(222)545-7777</u> ✓	
		ADDRESSES   ADD	
		Home - <u>125 Any St</u> South Range, MI 49963-0152 ✓ PAC - <u>125 Any St</u> South Range, MI 49963-0152	
		EMAIL ADDRESSES   ADD	
		Home - <u>dbrown@yahoo com</u> ✓	
Contains	s commands for working with	n the selected items.	🔩 100% 🔹 💡

1. Select the Email address that needs to be edited

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Edit - Emai	1		
<b>custome</b> e-mail type <b>e-mai</b> priman	r: Dawn Brown B: Home ♥ I: dbrown25@yahoo.com ? ♥ select to indicate primary e-mail address		3
<	Save Delete Cancel		×
Done		📑 🗸 Trusted sites	100% 🔹 💡

- 2. Edit the Email Address
- 3. Select the Save button

# 4.3 Terminating Bargaining Unit Members

### TERMINATING A MEMBER DURING THE YEAR

Members who leave the district during the year will need to have their membership terminations reported to the Uniserv office. If a member terminates membership but returns during the current school year, please re-add using the procedure outlined in the Dues Code Adjustments section. Terminations are limited to the current school year and one previous year.



- 1. Select the Manage Bargaining Unit link
- 2. Select the Edit Member link

🤇 MEA Search Individaul Edit - Microsoft Internet Explorer provided by MESSA IT Shared Services	
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MEA Michigan Education Association	
Current Bargaining Unit: Adams Twp CFMOPT (Change Bargaining Unit)	
Home       To search, enter either the first name, last name, SSN number, or contact ID and then click the "go" button. Entering more than one field will restrict the search, consequently filtering out more records.         My Information       Manage Bargaining Unit         Manage Percentage Dues       If ist name:         LMC Reports       Iss name:         Logout       Contact id:         Cancel       Cancel	
<u>Michigan Education Association</u> , 1216 Kendale Blvd., P.O. Box 2573, East Lansing, MI 48826-2573 800-292-1934 • <u>webmaster@mea.org</u>	~
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- 3. Search for the member by entering one or more of the following:
  - a. First Name
  - b. Last Name
  - c. SSN (last 4 digits)
  - d. Contact Id
- 4. Select the Go button

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								Currer	nt Bargaining	Unit: Adaı	ms Twp CFMOPT (Ch	iange Bargaining Unit)	
	Hor	ne			ist Memt	ber							
	My I	nformation		N	ame	S SN	Role	Title	Start Date	End Date	NEA Dues Code	Last Billed Date	
	Man	iage Barga	iining Un	it <u>B</u>	rown Dawn	4787	Bargaining Unit Member	Bargaining Unit Member	09/01/2008		2009NEA_100_ESP	06/01/2009	
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	LMC	Reports											
	Log	out			Search Agai	n?							
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5. Select the Member's name from the list

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	]	MEA Michigan E	ducation Association	Current Bargaining Unit: Adams Twp CFMOPT ( <u>Change Bargaini</u>	na Unit)
	Hom	e	MEA Member Profile		
	My Ir Man: LMC Logo	formation age Bargaining Unit age Percentage Dues Reports but	Brown Dawn 125 Any St South Range, MI 49963 Phone: (555)222-6544 Fax: (222)545-8888 Email: dbrown25@yah Edit Contact Informati Edit Contact Informati Demographic Informati Member Affiliations Committee Detail Activity History MEA Membership Histor Member History Cancel	3-0152 4 100.com 100 <u>00</u> <u>90</u> <u>90</u> <u>90</u> <u>90</u> <u>90</u> <u>90</u> <u>9</u>	
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6. Select the Member Affiliations links

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	Hon	ne			Membe	r Affiliatio	ons (B	rown Da	awn)		Cu	rent Bar	gaining l	Init: Adams 1	Twp CFM	10PT ( <u>Cha</u>	nge Bargaii	ning Unit)	
	My Ir	nformatio	n						,										
	Man	lage Barg	gaining l	Jnit	Role Bargainii	na Unit Meml	ber		Title Barga	inina Unit	Member			Start Date 09/01/2008		End Date	N	ote	
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7. Select the Bargaining Unit Member link

С м	EA U	pdate Individual Aff	iliation - Microsoft Internet E	xplorer provided by MESSA IT Shared Services	×
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		MEA Michigan E	ducation Association		
				Current Bargaining Unit: Adams Twp CFMOPT (Change Bargaining Unit)	
	Hon	ne	MEA Update Individua	Affiliation	
	My li Man	nformation Jage Bargaining Unit	To end date member's affil page, click 'Cancel' button.	iation, click 'End affiliation' button, to return to previous	
			name:	Brown Dawn	
	Man	lage Percentage Dues	organization:	Adams Twp CFMOPT	
	LMC	Reports	role:	Bargaining Unit Member	=
	Log	out	title:	Bargaining Unit Member	
			hea dues code: .	2009 NEA 100% ESP	
			bargaining unit start date:	0/01/2009	
			end date:	20/21/2000	
			notes:		
			To credit the member for the same date as the start date	ne month they started, end date the affiliation with the (i.e. start date: 9/1/2008 and end date: 9/1/2008).	
				End Affiliation Cancel	
			Michigan Education As	sociation, 1216 Kendale Blvd., P.O. Box 2573, East Lansing, MI 48826-2573 800-292-1934 • webmaster@mea.org	
Done				Trusted sites 🔍 100%	

### 8. Enter the End Date

- a. The End Date should be the last day of the month
- b. To give the bargaining unit credit for all months billed, enter an end date that is
   EQUAL to the start date (i.e. start date is 09/01/2008 and the end date is
   09/01/2008). Doing this allows the system to credit the unit for the month of September.
- c. If the member is terminating in the month of June, always use 08/31 as the end date. This process can be done after the August billing statements are generated.
- d. The member will stay active in the bargaining unit until the end date has passed.
- 9. Select the End Affiliation button

C M	EA Ir	ndividual Affiliation	- Microsoft Internet Explorer	provided by MESSA IT Shared Services			2
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- *10.* Select the **Cancel** button or Choose **Manage Bargaining Unit Member** to process another members record
- **Note:** Deceased Members Terminate the member following the steps above and mark the member's address on hold within the Contact Information link.

# 4.4 MEA and NEA Dues Adjustments

When a member changes employment status (e.g., from full-time to half-time), it should be reported to the Uniserv office by the Local Membership Chair. The LMC should inform you of the new NEA dues code, bargained wages and the start date. If a member goes on leave or is laid off, he or she has the option of retaining membership and paying dues from the leave/layoff category or terminating their membership. If the member chooses to retain membership, please treat this as a dues code change. Upon return, the dues code should be changed back to the appropriate status

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- 1. Select the Manage Bargaining Unit link
- 2. Select the Edit Member link

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- 3. Search for the member by entering one or more of the following:
  - a. First Name
  - b. Last Name
  - c. SSN (last 4 digits)
  - d. Contact ID
- 4. Select the Go button

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5. Select the Member's name from the list

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**Note:** Write down the Contact ID to use later when re-adding the member.

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7. Select the Bargaining Unit Member link

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### 8. Enter the End Date

- e. The End Date should be the last day of the month
- f. To give the bargaining unit credit for all months billed, enter an end date that is EQUAL to the start date (i.e. start date is 09/01/2008 and the end date is 09/01/2008). Doing this allows the system to credit the unit for the month of September.
- g. If the member is terminating in the month of June, always use 08/31 as the end date. This process can be done after the August billing statements are generated.
- h. The member will stay active in the bargaining unit until the end date has passed.
- 9. Select the End Affiliation button

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- **Note:** Do NOT select the **Add Additional Role** link to add another bargaining unit role. This link is to add officers only.
  - 10. Select the Manage Bargaining Unit Member link

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11. Select the Add Member link

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12. Enter one of the following to search for the member

- The Contact ID (can be found under the List Historical link)
- The member's 9 digit SSN
- 13. Select the Go button

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#### 15. Enter the Bargaining Unit Start Date

- a. Start Dates should always be the 1<sup>st</sup> of the month
- b. Only start members between September and June
- 16. Select the NEA Dues Code
- 17. Enter the Annual Wage
- 18. Select the Submit button

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*19.* . Select the **Continue** button or Select **Manage Bargaining Unit** to process another record

# 5 Managing Officers

The following section explains how to add and terminate officer roles. Any elected officer position requires the individual to also be a bargaining unit member. If a member terminates their bargaining unit role, the officer role must also be terminated. Elected positions include the following: President, Vice-President, Secretary and Treasurer. Officer roles that are not elected positions are Membership – Chair (LMC) and Summer Supply Recipient.

#### 5.1 Adding Officers

Prior to adding an officer, verify that the member is not already listed as the current officer. If they are currently listed there are no changes that need to be made. After adding officers, send a copy of the official election form to MEA Membership.

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- 1. Select the Manage Bargaining Unit link
- 2. Select the Edit Member link

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- 3. Search for the member by entering information in one or more of the search fields
- 4. Select the **Go** button

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5. Select the member's name

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7. Select the Add Additional Role link

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- 8. Select the officer role from the **Relationship Type** dropdown list
- 9. Enter the Start Date
- 10. Select the Add button

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11. Select the Cancel button or the Manage Bargaining Unit link to process another record

### 5.2 Terminating Officers

The following section explains how to terminate an officer role. If the officer is terminated and a new officer is not entered, there is a possibility of the bargaining unit not receiving needed mailings or supplies.

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- 1. Select the Manage Bargaining Unit link
- 2. Select the Edit Member link

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- 3. Search for the member by entering information in one or more of the search fields
- 4. Select the **Go** button

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5. Select the member's name

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6. Select the **Member Affiliation** link

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7. Select the Officer Role

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			bargaining unit start date: 08/05/2009	
			end date: 08/31/2009	
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- 8. Enter the End Date
- 9. Select the End Affiliation button

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10. Select the Cancel button or the Manage Bargaining Unit link to process another record

# 6 Managing Percentage Dues

The following section explains how to manage percentage dues data. The wage data entered is used to determine the annual MEA dues rates for each member.

### 6.1 Percentage Dues Overview

The following section is an overview of what is contained on the mass update and individual update screens that will be used during processing. The website allows access to input wages for the current year, future year, and prior years.

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- 1. Login to the netFORUM eWeb application
- 2. Select a Bargaining Unit from the Choose Bargaining Unit link
- 3. Select the Manage Percentage Dues link

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4. Select the 2009-2010 school year

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5. Select the List Member link

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	Manage Percentage D Adams Twp CFMOPT	Dues 2009-2010 Members									
	Name	Bargained Wage	MEA Dues	AIM	NEA Dues	Region/ Other 1 Dues	MABO/ Other 2 Dues	Local Dues	Total Dues	Total Dues Deducted Per Pay Period	
	Brown Dawn	\$25,000.00	\$375.00		\$52.00	\$0.00	\$0.00	\$0.00	\$427.00	\$21.35	
	Carson Chris	\$0.00	\$0.00	\$10.00	\$93.50	\$50.00	\$0.00	\$0.00	\$153.50	\$7.68	
	Carson Emily	\$36,598.21	\$548.97	\$20.00	\$93.50	\$0.00	\$0.00	\$0.00	\$662.47	\$33.12	
	Dawson Christine A	\$0.00	\$0.00	\$10.00	\$93.50	\$50.00	\$0.00	\$0.00	\$153.50	\$7.68	
	Hall Michele	\$0.00	\$0.00	\$10.00	\$93.50	\$50.00	\$0.00	\$0.00	\$153.50	\$7.68	
	Henderson Kyle A	\$0.00	\$0.00	\$10.00	\$93.50	\$50.00	\$0.00	\$0.00	\$153.50	\$7.68	
	Hill Maggy	\$0.00	\$0.00	\$10.00	\$93.50	\$50.00	\$0.00	\$0.00	\$153.50	\$7.68	
	Johnson Sandra	\$0.00	\$0.00	\$10.00	\$93.50	\$50.00	\$0.00	\$0.00	\$153.50	\$7.68	=
	Kamp Diane	\$0.00	\$0.00	\$10.00	\$93.50	\$50.00	\$0.00	\$0.00	\$153.50	\$7.68	
	Lawson Sandra J	\$0.00	\$0.00	\$10.00	\$93.50	\$50.00	\$0.00	\$0.00	\$153.50	\$7.68	
	Miller Steven	\$0.00	\$0.00	\$10.00	\$93.50	\$50.00	\$0.00	\$0.00	\$153.50	\$7.68	
	Miller William	\$0.00	\$0.00	\$10.00	\$93.50	\$50.00	\$0.00	\$0.00	\$153.50	\$7.68	
	Parks Chandler	\$0.00	\$0.00	\$10.00	\$93.50	\$50.00	\$0.00	\$0.00	\$153.50	\$7.68	
	Payne Dyane	\$0.00	\$0.00	\$10.00	\$93.50	\$50.00	\$0.00	\$0.00	\$153.50	\$7.68	
	<u>Smart Nelly</u>	\$0.00	\$0.00		\$93.50	\$50.00	\$0.00	\$0.00	\$143.50	\$7.18	
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- 6. The List Member pages displays the following columns:
  - a. Name
  - b. Bargained Wage
  - c. AIM
  - d. NEA Dues
  - e. Regon/Other1 Dues
  - f. MABO/Other2 Dues
  - g. Local Dues
  - h. Total Dues
  - i. Total Dues Deducted Per Pay Period
- 7. To edit the wage data, do one of the following:
  - a. Select the member's name used to update one at a time
  - b. Select the Mass Update Percentage Dues link use to update all wages

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Kamp Diane	\$0.00 \$0.00	\$10.00 \$93.50	\$50.00 \$0.0	0 \$0.00 \$153.50	\$7.68	
Lawson Sandra J	\$0.00 \$0.00	\$10.00 \$93.50	\$50.00 \$0.0	0 \$0.00 \$153.50	\$7.68	
Miller Steven	\$0.00 \$0.00	\$10.00 \$93.50	\$50.00 \$0.0	0 \$0.00 \$153.50	\$7.68	
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Missing Wage Data						
Name	School Year					
No records found.						
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- 8. At the bottom of the List Member page, the Missing Wage Data section appear
  - a. This section shows members that have missing wage for prior school years
  - b. The prior year wages must be updated before updating the current years wage
- 9. Use the chart below for detailed information regarding each column on the Mass Update page

Column Title	Column Description	Editable Yes or No
Member's Name	Last Name, First Name, Middle Name	No
Member's Last 4 Digits of the	Last 4 SSN	No
SSN		
Prior Year Bargained Wage	Wage from the previous school year	Yes
MEA Dues	Percent of the Bargained Wage, not to	No
	exceed the CAP for that year	
AIM	MEA-R annual amount	No
NEA Dues Code	NEA Dues Code	No
NEA Dues	NEA Dues annual amount (only shown	No
	after 08/01)	
Region/Other 1 Dues	Optional annual dues amount that is	Yes
	determined by the user. (note: will not	
	be reflected on the MEA Bill)	
MABO/Other 2 Dues	Optional annual dues amount that is	Yes
	determined by the user. (note: will not	
	be reflected on the MEA Bill)	
Local Dues	Optional annual dues (note: will not be	Yes
	reflected on the MEA Bill)	
Total Dues	Total of all dues added together	No
Total Dues Deducted Per Pay	Total dues divided by the amount of pay	No
Period	periods	

## 6.2 Bargaining Unit Defaults

Prior to adding the member's wages, the defaults for the Region/Other 1, MABO/Other 2, Local Dues, and the Number of Payroll Deduction Periods amounts should be filled out. Each member's record will automatically populate with the default amounts. If a member has an amount due other than the default, the fields can be manually updated. The amount shown in the Total Dues Deducted per Pay Period field is determined by the number of payroll periods that are entered into the Number of Payroll Deduction Periods field.



- 1. Select Manage Percentage Dues link
- 2. Select 2009-2010 School Year link
- 3. Select the **BU Data Default** link

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4. Select the Edit BU Data Default link

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- 5. Enter the number of **Payroll Periods**
- 6. Enter the Annual Region/Other1 Default amount
- 7. Enter the Annual MABO/Other2 Default amount
- 8. Enter the Annual Local Default amount
- 9. Select the Save button



10. Select the Update Records with Default link

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11. Select the Yes: Continue to update with default link

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12. Select the Continue link



13. Select the Cancel button

## 6.3 Updating Wages

Adding the member's wages can be done multiple ways. Users can choose to find a group of member to update by clicking the Find Members link. This allows the user to bring open a small selection of the members in the bargaining unit. This method is recommended for slower internet connections or computers with a limited amount of memory.

The second method of updating wages is to open the List Member link. This finds all members within the bargaining unit. Either way that is chosen, it will be required to click the Mass Update Percentage Dues link to get to the edit screen. It's also possible to click the Mass Update link on the main page of the Percentage Dues screen.



- 1. Select Manage Percentage Dues
- 2. Select the 2009-2010 school year
- 3. Select the List Member link

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#### 4. Select the Mass Update Percentage Dues link

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Brown Dawn	7777	50000	\$0.00		2010NEA_50_ESP	\$52.00	\$100.00	\$0.00	\$75.00	\$227.00	\$22.70	
Carson Chris	7778	25444.2	\$0.00	\$10.00	2010NEA_100_ESP	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85	
Carson Emily	7878	45777	\$0.00	\$20.00	2010NEA_100_ESP	\$93.50	\$100.00	\$0.00	\$75.00	\$288.50	\$28.85	
Dawson Christine 4	0710	22151	\$0.00	\$10.00	2010NEA_100_ESP	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85	
Hall Michele	1777	0.00	\$0.00	\$10.00	2010NEA_100_ESP	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85	
Henderson Kyle A	5026	0.00	\$0.00	\$10.00	2010NEA_100_ESP	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85	
Hill Maggy	9835	0.00	\$0.00	\$10.00	2010NEA_100_ESP	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85	
Johnson Sandra	9225	0.00	\$0.00	\$10.00	2010NEA_100_ESP	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85	
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- 5. Enter the member's Prior Year Bargained Wage
- 6. Use the Tab key to move the cursor to the next wage field

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	Carson Emily	7878	45777	\$0.00 \$20.00 2010NE	EA_100_ESP \$	93.50 \$100.00	\$0.00 \$75.00	\$288.50 \$28.8	35
	Dawson Christine A	0710	22151	\$0.00 \$10.00 2010NE	EA_100_ESP \$	93.50 \$100.00	\$0.00 \$75.00	\$278.50 \$27.8	15
	Hall Michele	1777	0.00	\$0.00 \$10.00 2010NE	EA_100_ESP \$	93.50 \$100.00	\$0.00 \$75.00	\$278.50 \$27.8	35
	Henderson Kyle A	5026	0.00	\$0.00 \$10.00 2010NB	EA_100_ESP \$	93.50 \$100.00	\$0.00 \$75.00	\$278.50 \$27.8	35
	Hill Maggy	9835	0.00	\$0.00 \$10.00 2010NE	EA_100_ESP \$	93.50 \$100.00	\$0.00 \$75.00	\$278.50 \$27.8	35
	Johnson Sandra	9225	0.00	\$0.00 \$10.00 2010NB	EA_100_ESP \$	93.50 \$100.00	\$0.00 \$75.00	\$278.50 \$27.8	35
	Kamp Diane	1035	0.00	\$0.00 \$10.00 2010NE	EA_100_ESP \$	93.50 \$100.00	\$0.00 \$75.00	\$278.50 \$27.8	35
	Lawson Sandra J	5492	0.00	\$0.00 \$10.00 2010NE	EA_100_ESP \$	93.50 \$100.00	\$0.00 \$75.00	\$278.50 \$27.8	35
	Miller Steven	2345	0.00	\$0.00 \$10.00 2010NE	EA_100_ESP \$	93.50 \$100.00	\$0.00 \$75.00	\$278.50 \$27.8	35
	Miller William	3323	0.00	\$0.00 \$10.00 2010NE	EA_100_ESP \$	93.50 \$100.00	\$0.00 \$75.00	\$278.50 \$27.8	35
	Parks Chandler	2436	0.00	\$0.00 \$10.00 2010NE	EA_100_ESP \$	93.50 \$100.00	\$0.00 \$75.00	\$278.50 \$27.8	35
	Payne Dyane	4933	0.00	\$0.00 \$10.00 2010	NEA_75_ESP \$	93.50 \$100.00	\$0.00 \$75.00	\$278.50 \$27.8	35
	Smart Nelly	8971	0.00	\$0.00 \$0.00 2010NB	EA_100_ESP \$	93.50 \$100.00	\$0.00 \$75.00	\$268.50 \$26.8	35
	Totals	15	\$0.00	\$0.00 \$140.00	\$1,3	861.00 \$1,500.00	\$0.00 \$1,125.00	\$4,126.00 \$412.	50
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- 7. Select the **Calculate Dues** button
- 8. Select the **Save** button

**Note:** All units will show 15 members per page. Select the **Next** button to move to the next 15 members. The **calculate dues** button can be clicked after entering all wages or before moving to the next page.

#### 6.4 Web Report

The web report is the wage data report that should be submitted to the payroll department. The payroll department can use this data to enter the amount of dues to deduct per pay period.



1. Select the Wage Report link



- 2. Select the appropriate parameter
  - a. All
  - b. With Wage Only
  - c. No Wage Data
- 3. Select the Go button

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8	Brown Dawn	7777	\$50,000.00	\$620.00	\$0.00	\$52.00	\$100.00	\$0.00	\$75.00	\$847.00	\$84.70	
9	Carson Chris	7778	\$25,444.21	\$381.66	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$660.16	\$66.02	
10	Carson Emily	7878	\$45,777.00	\$620.00	\$20.00	\$93.50	\$100.00	\$0.00	\$75.00	\$908.50	\$90.85	
11	Dawson Christine A	0710	\$22,151.00	\$332.27	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$610.77	\$61.08	=
12	Hall Michele	1777	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85	
13	Henderson Kyle A	5026	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85	
14	Hill Maggy	9835	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85	
15	Johnson Sandra	9225	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85	
16	Kamp Diane	1035	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85	
17	Lawson Sandra J	5492	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85	
18	Miller Steven	2345	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85	
19	Miller William	3323	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85	
20	Parks Chandler	2436	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85	
21	Payne Dyane	4933	\$0.00	\$0.00	\$10.00	\$93.50	\$100.00	\$0.00	\$75.00	\$278.50	\$27.85 #20.95	
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## 7 LMC Reports

The LMC Reports link contains additional reports that can be used for data regarding the members in your bargaining unit only. To access the reports, follow the steps below.

## 7.1 Running/Saving/Printing Reports

Image Bargaining Unit   Manage Bargaining Unit   Manage Percentage Duea   LMC Reports   Manage Percentage Duea   LMC Reports   LMC Repor	() Tools
Michigan Education Association         Current Bargaining Unit: Adams Twp CFMOPT (Change Bargaining Unit: Adams Twp CFMOPT (Change Bargaining Unit: Manage Bargaining Unit: Membership Reports         Manage Bargaining Unit       Membership Reports         LMC Reports       LMC115D - MEA Members Data File         LMC Reports       LMC115R - MEA Members Report         Logout       LMC302R3 - Fee Pavers Financial Detail Report	<u>a Unit</u> )
Michigan Education Association         Current Bargaining Unit: Adams Twp CFMOPT (Chance Bargaining         Home       LMC Reports         Manage Bargaining Unit       membership Reports         LMC Reports       LMC115D - MEA Members Data File         LMC115R - MEA Members Report       LMC115R - MEA Members Report	<u>a Unit</u> )
Wichigan Education Association         Current Bargaining Unit: Adams Twp CFMOPT (Chance Barcaline         Home       LMC Reports         My Information       Manage Bargaining Unit         Manage Percentage Dues       LMC 115D - MEA Members Data File         LMC Reports       LMC 115R - MEA Members Report         LMC 202R3 - Fee Pavers Financial Detail Report	a Unit)
Wilcingdii Educationi Associationi         Current Bargaining Unit: Adams Twp CFMOPT (Chance Bargaining         Home       LMC Reports         Manage Bargaining Unit       membership Reports         Manage Percentage Dues       LMC 115D - MEA Members Data File         LMC 115R - MEA Members Report       LMC115R - MEA Members Report         LMC302R3 - Fee Pavers Financial Detail Report       LMC302R3 - Fee Pavers Financial Detail Report	<u>ig Unit)</u>
Current Bargaining Unit: Adams Twp CFMOPT (Chance Bargaining         Home       LMC Reports         My Information       Membership Reports         Manage Bargaining Unit       Membership Reports         LMC Reports       LMC115D - MEA Members Data File         LMC Reports       LMC115R - MEA Members Report         LMC202R3 - Fee Pavers Financial Detail Report	<u>ig Unit</u> )
Home     LMC Reports       My Information     Membership Reports       Manage Percentage Deriver     Membership Reports       LMC Reports     Mc115D - MEA Members Data File       Multi Ling Auge Deriver     Mc115D - MEA Members Report       Mc302R3 - Fee Payers Financial Detail Report     Mc302R3 - Fee Payers Financial Detail Report	
My Information     Amage Bargaining Unit       Manage Bargaining Unit     Membership Reports       Manage Percentage Descentage De	
Manage Bargaining Unit     Membership Reports       Manage Percentage Data     LMC115D - MEA Members Data File       LMC Reports     LMC115R - MEA Members Report       LMC202R3 - Fee Pavers Financial Detail Report	
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LMC302R3 - Fee Payers Financial Detail Report	
	_
Michigan Education Association, 1216 Kendale Blvd., P.O. Box 2573, East Lansing, MI 48826-2573 800-292-1934 • <u>webmaster@mea.org</u>	

- 1. Select the LMC Reports link
- 2. Select one of the Membership Reports

Report Name	Description
LMC115D – MEA Membership Data File	Membership listing – output is an Excel file
LMC115R – MEA Members Report	Membership listing – output is an PDF file

LMC302R3 – Fee Payers Financial Detail Report	Fee Payer listing – output is an PDF file
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	👩 Unknown Zone 🔍 100% 💌 🛒

3. The report will run in a new window – (the report will take a few minutes to run)



**Note:** If the reports output is an Excel file, the file download screen will ask to either open or save the file. For Excel 2003 users, it's recommended that the save option is selected. If the reports output is a PDF file, the report will automatically open in a new window.

## 4. Select the **Save** button

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- 5. Select an area to on your computer to save the file (i.e. Desktop)
- 6. Change the File Name
- 7. Select the **Save** button

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2	Mr		Chris	F	Barnes	03/25/1951	N	Male	Caucasian		cbarnes@yahoo.com	bc
3	Mrs		Michele	R	Harris	07/24/1965	N	Female	Unknown		14	
4	Mr		Kurt	A	Harvey	06/04/1953	N	Male	Unknown		Kharvey@yahoo.com	ne
5	IVII'S		Phyllis		Grey	09/19/1946	N	Female	Caucasian		- internet and	sr
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- 8. **Open** the file
- 9. Select the **Printer** icon to print the report

**Note:** If you are using the Excel file to create mailing labels, remove any members that have invalid addresses first by sorting on the AddrHoldYN column. If there is a "Y" in the column the address should be corrected or removed from the file.

## 7.2 Billing Summary Report

The billing summary report is located in a separate area. To access this report follow the steps below.

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Home	Welcome: Melissa Kale	5							
My Information									
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Manage Percentage Dues	s								
LMC Reports	After selecting a bargaining unit, begin processing by selecting the Manage Bargaining Unit Li	ink.							
Logout									
	For technical assistance, please contact MEA-IT at 1-800-292-1934 ext. 5440 or email MEAIT@mea.org.								
	For processing assistance, please contact Membership at 1-800-358-8536 or email FRED@mea.org.								
	Michigan Education Association, 1216 Kendale Blvd., P.O. Box 2573, East Lansing, MI 48826-2573 800-292-1934 • webmaster@mea.org								
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1. Select the Change Bargaining Unit link

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gaining Unit	BU ID	Bargaining Unit	Start Date	End Date	Billing Summary
contago Duos	100001	Adams Twp CFMOPT			<u>100001 (100228)</u>
centage Dues	100002	Adams Twp E			100002 (10022
S	361493	Addison CT			361493 (100228)
	103455	Addison E			<u>103455 (100228)</u>
	103458	Adrian College E			<u>103458 (100228)</u>
	103456	Adrian E			<u>103456 (100228)</u>
	103457	Adrian FP			<u>103457 (100228)</u>
	103459	Airport CM			<u>103459 (100228)</u>
	103460	<u>Airport E</u>			<u>103460 (100228)</u>
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Note: You will only have access to your bargaining units billing report.

- 2. Scroll to the right side of the page
- 3. Select the **Billing Summary** link

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- 4. The report will open in a new window as a PDF file
- 5. Select the **Printer** icon to print the report