

Updating Union Membership only in Workday

This scribe should be used for Union Membership Changes ONLY



- If you have a Union Membership **AND** Skill Level change, please use the Union Skill Level form [Click Here for Union Skill Level Form](#)
- If you have a new hire and need to inform Payroll of the worker's union skill, please use the [Click Here for Union Skill Level Form](#)

1 From the worker profile, click "Actions"

The screenshot displays the Workday interface for a worker profile. At the top, there is a search bar with the name 'derik sallee'. Below this, the profile card for 'Derik Sallee' is shown, identifying him as a 'Union Foreman'. The 'Actions' button is circled in orange. To the right of the profile card, key details are listed: Location (Dallas, TX), Manager (Nicholas Crigler), Cost Center (54 Heavy Civil Texas), and Company (5 Structural Technologies, LLC). On the left, a dark blue sidebar menu contains various options: Summary, Job, Compensation, Benefits, Pay, Contact, Personal, Performance, and Career.

2

Scroll to locate "Union Membership" > click Manage Union Membership

The screenshot displays a worker profile for Derik Sallee, a Union Foreman. The left sidebar contains a navigation menu with categories like Summary, Job, Compensation, Benefits, Pay, Contact, Personal, Performance, and Career. The 'Actions' menu is open, listing various options such as 'View Worker History', 'Start Job Change', and 'Request Compensation...'. The 'Union Membership' option is highlighted, and a sub-menu is visible with 'Manage Union Membership' selected. The main profile area shows details like Location (Dallas, TX), Manager (Nicholas Crigler), Cost Center (54 Heavy Civil Texas), and Company (5 Structural Technologies, LLC). Other sections include 'Worker' information, 'Contact' details (Email, Work Address), and 'Job' information (Organization, Business Title, Manager, Location, Time in Position).

Derik Sallee
Union Foreman

Actions

- Actions
- Frequently Used
 - View Worker History
 - Start Job Change
 - View Total Rewards
 - Request Compensation...
- Benefits
 - View All
- Pay
 - Benefits >
- Contact
 - Compensation >
 - Job Change >
 - Organization >
 - Payroll >
 - Payroll Interface >
 - Personal Data >
 - Recruiting >
 - Talent >
 - Time and Absence >
- Union Membership
 - Manage Union Membership
- Worker History >
- Favorite >
- Integration IDs >
- Security Profile >

Worker
Derik Sallee

View Team **Contact**

Email [Redacted]

Work Address
15600 Trinity Blvd Suite 118 Fort Worth, TX 76155 United States of America

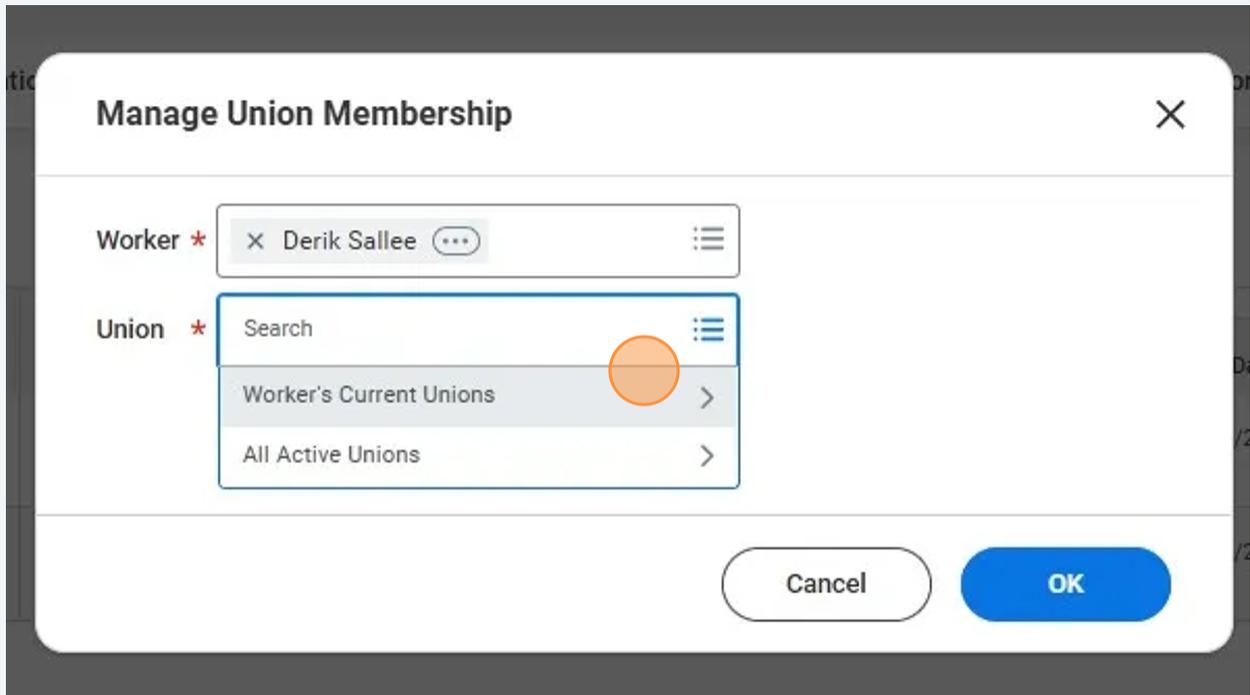
Job

Organization Nicholas Crigler
Business Title Union Foreman
Manager Nicholas Crigler
Location Dallas, TX
Time in Position 0 year(s), 4 month(s), 23 day(s)

3

You need to END the current Union Membership before you can add the new Union.

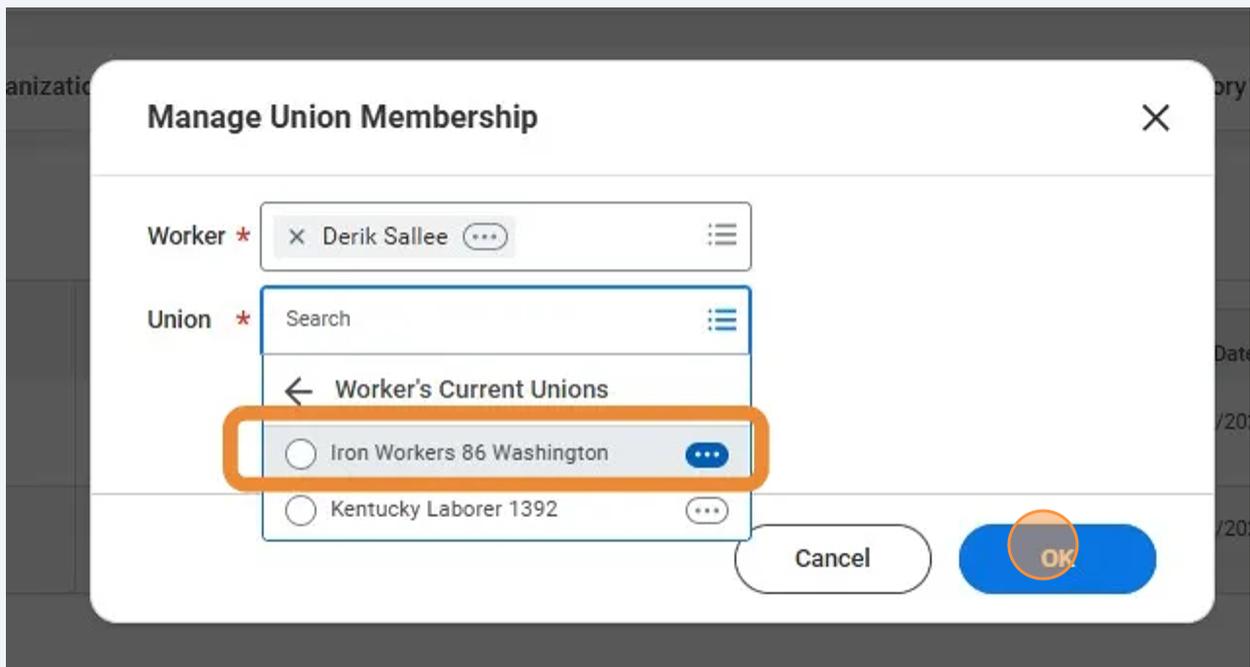
Click "Worker's Current Unions"



4

And Select the Union Membership you need to End. In this example, we will end his Union membership with Iron Workers 86 Washington. Click OK.

TIP! You can search for the union by typing in th Union number as well.



5 Enter the End Date.

Note: the default Union type always = Regular - Active - Pays Dues

Original Hire Date 11/11/2024

Membership Information

1 item

	*Start Date	End Date	*Type	Notes
	11/11/2024	04/03/2025	x Regular - Active - Pays Dues	

> **Change History**

enter your comment



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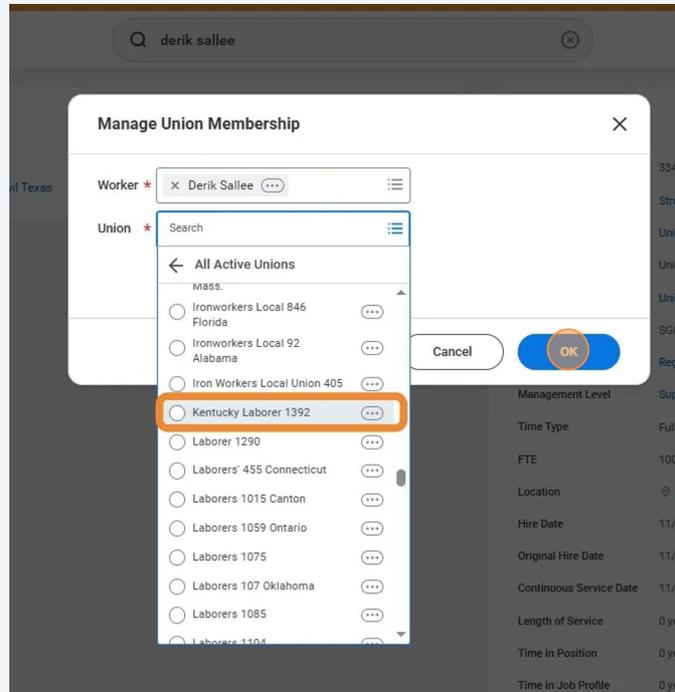
Go back to the worker record. Click Actions, then Union Membership, then Manage Union Membership.

The screenshot shows a worker record for Derik Sallee, a Union Foreman. The top navigation bar includes 'Derik Sallee', 'Union Foreman', and an 'Actions' button. The main content area displays worker details: Location (Dallas, TX), Manager (Nicholas Crigler), Cost Center (54 Heavy Civil Texas), and Company (5 Structural Technologies, LLC). A 'Worker' card for Derik Sallee is visible, with a 'View Team' button and a 'Contact' section containing an email field and a work address (15600 Trinity Blvd Suite 118 Fort Worth, TX 76155 United States of America). Below the contact information is a 'Job' section with details: Organization (Nicholas Crigler), Business Title (Union Foreman), Manager (Nicholas Crigler), Location (Dallas, TX), and Time in Position (0 year(s), 4 month(s), 23 day(s)). The 'Actions' menu is open, showing options like 'View Worker History', 'Start Job Change', 'View Total Rewards', 'Request Compensation...', 'View All', 'Benefits', 'Compensation', 'Job Change', 'Organization', 'Payroll', 'Payroll Interface', 'Personal Data', 'Recruiting', 'Talent', 'Time and Absence', 'Union Membership', 'Worker History', 'Favorite', 'Integration IDs', and 'Security Profile'. The 'Union Membership' option is highlighted, and a sub-menu is open showing 'Manage Union Membership'.

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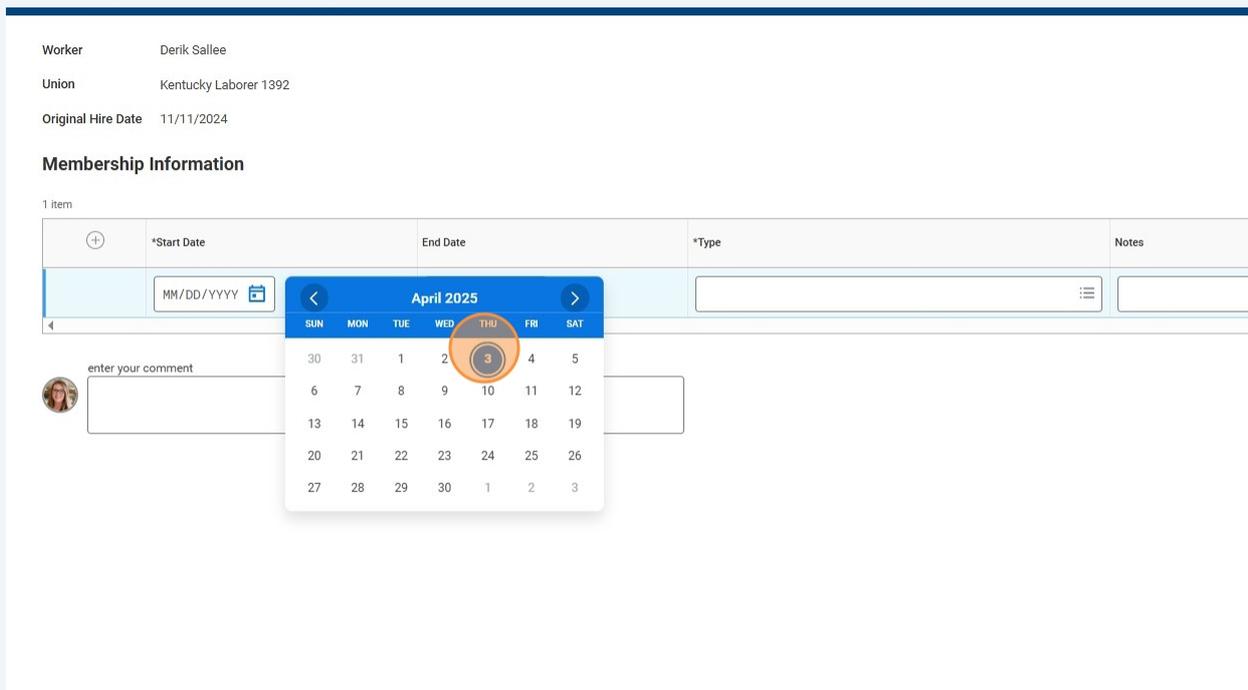
In the drop down, you will need to search for the new union to add the worker to. Click All Active Unions. In this example, we will move this worker in to "Kentucky Laborer 1392".

TIP! you can also search for the union with key terms such as "Local" or the State or "Bricklayers", etc



8

Select the Start Date of the union change



9 Click "Regular - Active - Pays Dues". Then click Submit

Manage Union Membership 9/16/2024

Worker: Derik Sallee
Union: Kentucky Laborer 1392
Original Hire Date: 11/11/2024

Membership Information

1 item

*Start Date	End Date	*Type	Notes
04/03/2025	MM/DD/YYYY	<input checked="" type="radio"/> Regular - Active - Pays Dues	

enter your comment

Submit Cancel

10 To see Union membership history, click Job, then Union Membership. Note the End Date of the old union and the Start date of the new union.

Derik Sallee
Union Foreman

Job Details Organizations Service Dates Manager History Support Roles Job History Worker History **Union Membership** More

2 items

Worker	Union	Member Active Date	Seniority Date	All Positions / Jobs	Start Date	End Date	Membership Type	Notes
Derik Sallee	Iron Workers 86 Washington	11/11/2024	11/11/2024	Union Foreman - Derik Sallee	11/11/2024	04/03/2025	Regular - Active - Pays Dues	OLD Union
Derik Sallee	Kentucky Laborer 1392	04/03/2025		Union Foreman - Derik Sallee	04/03/2025		Regular - Active - Pays Dues	New Union