

## Procedure for Direct Payment of Dues / Agency Fee to UAFP

For Collective Bargaining Unit members that elect to pay the required dues or agency fee directly to the UAFP the procedure is:

1. Inform the UAFP of your intent to pay your dues/agency fee directly by submitting the *Direct Payer Agreement* to the UAFP at the address, e-mail or FAX number on the form. This form can be obtained at the UAFP website under the "Forms & Docs" menu.
2. Obtain from the Pace website a copy of your Pay Stub Summary that contains the pay period date and your gross adjunct earnings (regular pay plus any extra adjunct earnings).
3. Multiply your gross adjunct earnings (GAE) by .015, that is: **(.015) x GAE**  
This is the amount of your dues for the given pay period.
4. Dues are payable on each pay day throughout the year.
5. To submit your dues:
  - (a) Make two copies of your Pay Stub Summary (one to retain, the other to be sent to the UAFP).
  - (b) Place one copy of your Pay Stub Summary together with a personal check or other financial instrument made out to UAFP for the dues amount derived in #3 in an envelope and mail to: **Union of Adjunct Faculty at Pace (UAFP)**  
**139 Fulton Street, Suite 708 – New York, NY 10038**
  - (c) Your receipt for this dues payment is the copy of your Pay Stub Summary (see Step 5a) and your canceled check or your receipt for other method of payment.

**PLEASE NOTE:** As stipulated by our contract, if you are not up-to-date on your dues payments by the fourth (4th) pay date of the semester, you will be designated as not being eligible for reappointment. If a unit member has not fully paid all dues by this deadline, the University will be notified and the unit member will remain non-eligible for reappointment until all dues to date are paid.

### **Frequently Asked Questions:**

1. If a unit member has not fully paid all dues by the deadline to maintain eligibility for reappointment, the University will be notified and the unit member will remain non-eligible for reappointment until all dues to date are paid.
2. If dues payments are for more than one pay period submit all associated Pay Stub Summaries along with your payment.
3. To get to your **Pay Stub Summary** follow the following sequence of links after logging into the Pace University Portal Website:
  - Click **Faculty** tab
  - Under Employee Self-Service (center section) click **Employee Information & Pay Advice**
  - Click **Pay Information**, then **Pay Advice**
  - Select **Pay Stub Year** of interest and click **Display**
  - Click the **Pay Stub Date** of interestThis brings you to your **Pay Stub Summary** for that pay period.

**For questions not answered here, contact UAFP Treasurer at: [info@uafp.net](mailto:info@uafp.net)**