

James Cook University Staff Association

APPLICATION FOR MEMBERSHIP 2018

Please complete this form, sign signature box and forward it to:

JCU Staff Association (Social Club)
c/o Alexandra Macgregor
Secretary
alexandra.macgregor@jcu.edu.au

Applicant details

Surname:	
Given Names:	
Position held:	
Email address:	
Address:(Private)	
Address:(University)	

Status (Please tick appropriate box)

F/T Permanent F/T Temporary P/T Permanent P/T Temporary Casual

Signature

Date

SALARY DEDUCTION AUTHORITY

Salary deductions must now be made via My HR Online. Your membership will commence once we are notified the deductions have commenced. To do this:

1. Log into **My HR Online**
2. Click on the **My Pay** then **Payroll Details** tab at far right top
3. Click on **Deduction**
4. Click **Add new deduction** record
5. On the Deductions drop down menu line, choose **GSA – JCU Staff Association**
6. On the Payrate type drop down menu line, choose **A – Amount**
7. On the **Deduction amount** line type 1. (Membership is \$2 per pay fortnight).
8. Leave the rest of the field blank
9. Click **Insert** to finalise your JCU Staff Association membership deduction,

Your deduction authority can be cancelled by you at anytime or when you cease to be employed at JCU.

Thank you for joining the JCU Staff Association.