

IWITS - Entering a Military Class change



1 Click "Activities"

IWITS Iron Workers Online Local Union System
[Last Suspend: 4/30/2026 LIU: 1/31/2026 System Date: 5/26/2026] Ver. 14.462SAA.460 Test
!!! ALERTS AND SUPPORT !!!

[Member](#) [Mbr Payments](#) [Vendor Pymts](#) [Security](#) [Utilities](#) [Logoff](#)

[Certifications](#) [Courses](#) [Documentation](#) [Employment](#) [OJT](#) [Photo](#)

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Name	Member #	SSN	Local

[Save Member Changes](#)

Mbr #: Last: Local:
SSN: First:
MI:
Type: Suffix:

Last Accessed: --/--/---- Last Mailed: --/--/----

Status: <input type="text" value="Active"/>	Paid Thru: <input type="text" value="12 DEC"/> / <input type="text" value="2025"/>	Join Date: <input type="text" value="07/19/2007"/>	Birth Date: <input type="text"/>
Class: <input type="text" value="Journeyman"/>	Dues Rate: <input type="text" value="\$36.00"/>	Hire Date: <input type="text"/>	Gender: <input type="text"/>
Skill: <input type="text" value="Ironworker"/>	Free Dues: <input type="checkbox"/>	Working Condition: <input type="text" value="---"/>	Ethnicity: <input type="text"/>
Sub Skills: <input type="text"/>	Check Flag: <input type="checkbox"/>	Other ID: <input type="text"/>	Marital Status: <input type="text" value="---"/>
Employer: <input type="text"/>	Over/Under: <input type="text" value="\$0.00"/>	Cards: <input type="text" value="0"/>	Dependants: <input type="text" value="0"/>
Differential: <input type="text" value="\$0.00"/>	Veteran: <input type="text" value="<Empty>"/>		

[Put member out of work](#)

Member Photo

[Refresh](#) [Add/Change Photo](#)

2

Click "Class Change"

TS Iron Workers Online Local Union System Use LOGOFF
Do not use X to quit.

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Member	Mbr Payments	Vendor Pymts	Security	Utilities	Logoff		
Certifications	Courses	Documentation	Employment	OJT	Photo		
Activities	Address	Change Log	Info	COPE	Memo	Payment History	Payment

Name: [redacted] Member #: [redacted] SSN: [redacted] Local: [redacted]

[Activity](#) **Class Change** [Deletions](#) [Skill Change](#) [Duplicate Card](#)

Member Activity

Local	C	Activity	Eff Date	Fee Amt	GEB	By	Status	Appr/Rej Date	Class	Action	Docs
000		Initiation	7/19/2007	0.00	0	[redacted]	Approved	7/27/2007	PROBATIONARY		0 Docs
000		Proby to Journ	9/1/2009	0.00	8471	[redacted]	Approved	10/19/2009	PROBATIONARY		0 Docs

Pending Activity

Local	C	Activity	Eff Date	Enter Date	Fee Amt	GEB	By	Status	Old Class	New Class	Action	Docs
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3

Select class change for Military. Ensure the member is paid thru the month prior to when they are going Military. If needed, refund the dues so member is paid thru only the month prior to going Military.

The effective date should be the first of the month they are going to active duty. You may find this on their Military Orders the member is to provide to you.

Review to ensure all information is correct, and then click "Save Changes".

The screenshot displays a web application interface for managing member information. At the top, there are tabs for 'Activities', 'Address', 'Change Log', 'Info', 'COPE', 'Memo', 'Payment History', and 'Payment'. Below these tabs, there are fields for 'Name', 'Member #', 'SSN', and 'Local'. A secondary set of tabs includes 'Activity', 'Class Change', 'Deletions', 'Skill Change', and 'Duplicate Card'. The main content area shows member details: 'Member Number:', 'SSN/SIN:', 'Name:', 'Status: Active', and 'Date Of Birth:'. On the right side, it lists 'Class: Journeyman', 'Skill: Ironworker', 'Date Paid Thru: 12/2025', 'Join Date: 7/19/2007', and 'Diff Owed: 0.00'. The 'Class Change' section features a group of radio buttons: 'Journ to Appr', 'Journ to Hon Men', 'Journ to Military' (which is selected), 'Journ to Lifetime', and 'Journ to Proby'. To the right of these buttons, the 'Effective Date' is set to '2026 / 01 - JAN'. Below this, there are fields for 'Payment Method: K - Check', 'Fee Owed: 0.00', 'Fee Paid: 0.00', and 'Differential: 0.00'. There is also a 'Print Receipt' dropdown menu set to 'Defer Receipt', and fields for 'Receipt Email:' and 'Receipt Additional Email:'. At the bottom of the form, it shows 'Current Skill: Ironworker' and a 'Change Skill? Y/N' checkbox. A 'Save Changes' button is located at the bottom right of the form.

4 Click "1(U) Docs" to upload the required documents

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Activity complete.

Name Member # SSN Local   

[Activity](#) [Class Change](#) [Deletions](#) [Skill Change](#) [Duplicate Card](#)


Member Activity

Local	C	Activity	Eff Date	Fee Amt	GEB	By	Status	Appr/Rej Date	Class	Action	Docs
000		Initiation	7/19/2007	0.00	0		Approved	7/27/2007	PROBATIONARY		0 Docs
000		Proby to Journ	9/1/2009	0.00	8471		Approved	10/19/2009	PROBATIONARY		0 Docs

Pending Activity

Local	C	Activity	Eff Date	Enter Date	Fee Amt	GEB	By	Status	Old Class	New Class	Action	Docs
		Journ to Military	1/1/2026	5/26/2026	0.00	0		Pending	JOURNEYMAN	MILITARY	Cancel	1(U) Docs

(S)=Signed docs. (U)=Unsigned docs. [Click here to import new document c](#)



5

Select Chg Classification Form 10 for the Document Type.
Choose file to select the saved signed class change form.
Click "Submit Document".

Member and Activity					Documents On File			
Name	Member Number	SSN/SIN			Document Type	Signed	Delete	Signature
					Chng Classification Form 10		Del	Lock
Class	Skill				Create An Unsigned Document			
Journeyman	Ironworker				Chng Classification Form 10			
Code	Activity	Act Date	Eff Date					
017	Journ to Military	5/26/2026	1/1/2026					

Add A New Document

Document Type:

Choose File:

New Document Type:

6

Select Military Orders for the Document Type.
Choose file to select the saved Military Orders member provided.
Click "Submit Document".

Member and Activity					Documents On File			
Name	Member Number	SSN/SIN			Document Type	Signed	Delete	Signature
					Chng Classification Form 10	Y	Del	Lock
Class	Skill				Create An Unsigned Document			
Journeyman	Ironworker				Chng Classification Form 10			
Code	Activity	Act Date	Eff Date					
017	Journ to Military	5/26/2026	1/1/2026					

Add A New Document

Document Type:

Choose File:

New Document Type:

7

Click "Close/Done"

Member and Activity					Documents On File			
Name	Member Number	SSN/SIN			Document Type	Signed	Delete	Signature
					Chng Classification Form 10	Y	Del	Lock
Class					Military Orders	Y	Del	Lock
Journeyman					Create An Unsigned Document			
					Chng Classification Form 10			
Code	Activity	Act Date	Eff Date					
017	Journ to Military	5/26/2026	1/1/2026					

Add A New Document

Document Type:

New Document Type:

No file chosen

