

Guidelines for Payroll Deduction Request

In creating a new deduction, Payroll Services has specific payroll deduction guidelines that must be followed. These guidelines are:

- 1) The organization for which a deduction is made must be either: a) A UA System component, or b) A UA System or UAB related organization;
and,
- 2) It must have a minimum of 100 persons who wish to utilize payroll deduction.

The Vice President for Financial Affairs and Administration will review all requests for payroll deductions for new organizations/entities and will make the final determination as to whether deductions will be added. Any exceptions to these guidelines must be approved in writing by the Vice President for Financial Affairs and Administration.

Memorandums requesting a new deduction may be

emailed to: **Clay Hester, Executive Director - Financial Affairs**

addressed to: Tim McMinn, Asst VP - Financial Affairs