



University Campus Store Payroll Deduction Program for University of Utah Employees

Guidelines and Frequently Asked Questions

Guidelines for the University Campus Store Payroll Deduction Program:

1. Payroll deduction is currently available for computer hardware and software purchases only; it cannot be used for textbooks, general books, educational supplies, merchandise, or other services.
2. Payroll deduction may be used by the University employee only. Family members are not eligible for payroll deduction. The employee must be present to sign the Payroll Deduction Election and Authorization Form. Employee must present a valid University ID at the time of purchase.
3. An initial setup fee of \$20 will be payable at the time of purchase
4. After a product is purchased on this program, the payroll deduction will begin in the next available payroll period.
5. Only one deduction is allowed at one time.
6. Payroll Deduction Credit Limit is \$2,000.
7. Purchase Amount/Pay Periods are as follows: Purchases from \$50-\$100 can be taken out in up to 3 pay periods; from \$101-\$500 up to 6 pay periods; from \$501-\$1,000 up to 8 pay periods; from \$1,001-\$1,500 up to 10 pay periods; and from \$1,501-\$2,000 up to 12 pay periods.

Frequently Asked Questions:

1. **Can I purchase product for a family member through payroll deduction?** No. The University Campus Store's Payroll Deduction Program is for current University of Utah employees only.
2. **What if I don't have my ID card with me?** We can hold your order until you can return with your ID card. We cannot process an order without a copy of your ID card.
3. **Can I purchase more than one item at a time?** Yes, but you cannot exceed the established credit limits without manager authorization.
4. **What if I want to spend more than the established credit limits and the person I'm working with cannot contact the appropriate manager?** We will request approval for your order and call you once we have heard back on the request.

5. **What if I leave the University and still owe money?** The amount due will be deducted from your final paycheck. If the amount owed is not satisfied/paid through payroll, your account will be sent to American Agencies, and you will have 30 days to remit payment before it is sent to collections, through the normal billing process.
6. **Can I put a deposit on my purchase, and pay the balance through payroll deductions?** Yes. On the forms, we will list the amount paid, and then list, "balance of \$___ to be paid through payroll deduction."
7. **What will I see on my paycheck?** You will see a deduction code and an abbreviated description such as STR067 - Campus Store.
8. **Can I extend the number of pay periods that I pay for my purchase?** No. We need to stay within the established guidelines of 3, 6, 8, 10, or 12 deduction periods.
9. **When will the first payroll deduction happen?** It will depend on the timing of when the purchase is made within the pay period, and when the paperwork is received by the University Campus Store Accounting. Generally, the deduction will be on the next paycheck. However, if it is near the end of a pay period, it will likely be on the following paycheck.

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