



University Of Utah Campus Store  
Payroll Deduction Election and Authorization

**University Campus Store Payroll Deduction Program for University of Utah Employees  
Guidelines and Frequently Asked Questions**

**NO RETURNS FOR ITEMS PURCHASED ON PAYROLL**

**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. University employees are eligible for payroll deduction after have been employed for **90 days**.
3. Only University employees may use payroll deduction; 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.
4. An initial setup fee of \$20 will be payable at the time of purchase for each payroll deduction.
5. After a product is purchased on this program, the payroll deduction will begin with the next paycheck.
6. Only one deduction is allowed at one time.
7. Payroll Deduction Credit Limit is \$2,000.
8. 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. **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.
2. **Can I purchase more than one item at a time?** Yes, but you cannot exceed the established credit limits without manager authorization.
3. **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.
4. **What if I leave the University and still owe money?** If the amount owed is not satisfied/paid through payroll, you will have 30 days to remit full payment before it is sent to collections. If a payment plan is set up you will be charged a \$10.00 per month or 1.5% interest rate each month (whatever is higher). The Campus Store reserves the right to waive this fee.
5. **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."
6. **What will I see on my paycheck?** You will see a deduction code and an abbreviated description such as STR067 - Campus Store. The total on your pay stub is cumulative for the year; if you have multiple payroll deductions, the total on your pay stub will reflect total payroll deductions for the year.
7. **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.
8. **When will the first payroll deductions happen?** The deduction will start on the paycheck for the pay period the payroll deduction was purchased. (1<sup>st</sup> through 15<sup>th</sup> - paycheck dated the 22<sup>nd</sup>; 16<sup>th</sup> through the EOM - paycheck dated the 7<sup>th</sup>)
9. **Where do I inquire on my payroll deduction balance?** Please call our Accounts Receivable desk @ 801.581.3454

**Online Payments** can be made by going to <https://www.campusstore.utah.edu>. Please don't forget to put your UNID in the comments section.



University Of Utah Campus Store
Payroll Deduction Election and Authorization

Office Use Only
7
Approved by:

Beginning with my next paycheck; or the following paycheck if necessary for processing, I \_\_\_\_\_, authorize the University of Utah Payroll Department (the "University") to deduct from my wages each pay period the amount of \$ \_\_\_\_\_ to be remitted and applied to my account with the University Campus Store for computer products until the total balance due on my account in the amount of \$ \_\_\_\_\_ has been paid in full.

If the Campus Store authorizes a return you agree to still pay the \$20.00 set up fee, this is non refundable. If the Campus Store allows you to add onto an existing Payroll Deduction you agree to pay the \$20.00 set up fee for the add on. Exchanges may be allowed within 15 days of the original purchase date on unopened items.

I understand and agree that if, for any reason, my account with the University Campus Store is not paid in full by means of payroll deduction, I will be obligated to pay the full balance remaining due within 30 days after my last day of employment with the University. I further agree to pay a \$10.00 service fee or 1.5% interest (whatever is higher)per month (\$120.00 or 18% annually) if my account becomes more than 30 days past due. If my account is referred to an attorney or collection agency, I agree to pay actual attorney fees and collection expenses. The Campus Store reserves the right to waive this at anytime. I read and understand the above terms \_\_\_\_\_

I understand that payroll deduction for computer products is available only to University of Utah faculty and staff member employed at least 30 hours/week (a minimum .75 FTE appointment AND Pay Status as Active with the University is required) for expenses incurred on behalf of themselves only. I certify that my employment meets these eligibility criteria and authorize the University Campus Store to verify eligibility.

Please Check:

I affirm that I do not currently have a payroll deduction through the UTech (Computer) Department of the University of Utah Campus Store and that I have been employed by the University of Utah at least 90 days.

Date Employee Name

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ID Number (uNID) Date of Birth Work Phone # Home Phone#

Employee Signature Billing Address

Table with 3 columns: Total Amount, Number of Pay Periods, Amount Per Period (round up to nearest dollar). Values: \$, \$, .00

\$50-\$100 - 3 \$101-\$500 - 6 \$501-\$1,000 - 8 \$1,001-\$1,500 - 10 \$1,501-\$2,000 -12