

AREA OF RESPONSIBILITY: OFFICE OF INSTITUTIONAL ADVANCEMENT
RESPONSIBLE CONTACT: VICE PRESIDENT, INSTITUTIONAL ADVANCEMENT
POLICY IDENTIFICATION: PAYROLL DEDUCTIONS
EFFECTIVE DATE: 05/2022

Acceptance Procedure: To establish a program of recurring payroll deductions, employees must submit a signed payroll deduction form authorizing the gift deductions to Institutional Advancement. Notice must be provided at least two weeks prior to the start of a pay period. The deduction may be changed by contacting Institutional Advancement in writing.

Recording Standards: A pledge will be recorded based on the amount of the deduction. Payments are recorded upon receipt of the deduction reports from the Payroll Office using the Banner automated payroll deduction process. For continuous deductions, the pledge is recorded for a 24 month period.

Termination: The deduction may be stopped by contacting the Payroll Office in writing. Unless otherwise advised by employees who end their service with the University and have not fulfilled their pledge that they intend to fulfill their pledge by check, their payroll deduction pledge will be reduced to reflect the amount paid.

Payroll Deduction Notifications: Employees are notified by email when their payroll deduction pledges have been fulfilled or if a problem is encountered in the processing of their payroll deduction. The Office of Institutional Advancement is copied on the email.