

New Optional General Payroll Deduction Request

An institution’s Human Resources Director must complete and submit this form to officially request a new optional general payroll deduction. The deduction should support the mission of the institution and provide an institution-wide opportunity to support a multi-scope mission and have support of the Chancellor (or designee). See the [Optional General Payroll Deductions policy](#) for additional information.

Requestor Information			
Name:	Institution:	Phone:	Email Address:

Deduction Details	
Deduction Description (30 character limit):	Estimated Number of Employees Participating per Deduction Cycle:
For Payrolls (check all that apply): <input type="checkbox"/> Monthly <input type="checkbox"/> Biweekly: <input type="checkbox"/> First Pay Period <input type="checkbox"/> Second Pay Period <input type="checkbox"/> Third Pay Period	
Plan Type:	Requested Effective Pay Period:
Deduction Method (% or flat dollar amount):	Deduction Amount or % (if fixed):
Vendor Name:	Vendor Address (include street address, city, state and zip code):
Description of Request:	
Benefit of Change:	
Impact of Not Approving Change Request:	

HR Director Approval	
Signature:	Date (mm/dd/yyyy):

For Office Use Only		
Deduction Short Description (10 character limit):	Deduction Code:	Deduction Priority:
Deduction Classification (select one): <input type="radio"/> After Tax <input type="radio"/> Before Tax <input type="radio"/> Nontaxable Benefit <input type="radio"/> Taxable Benefit		
Deduction Effective Date:	Vendor ID:	AP Payment Date Type:

UW Service Center Payroll Manager Approval		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Signature:	Date (mm/dd/yyyy):

Director of UWSA Office of Human Resources & Workforce Diversity Approval (if required)		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Signature:	Date (mm/dd/yyyy):