



## 1.3 Payroll Deductions

---

### Policy Statement

The University of Georgia Payroll Department processes voluntary and mandatory deductions from employee paychecks as required and permitted by law or as authorized by the employee.

---

### Reason for policy

The University of Georgia must have a mechanism for properly calculating and processing voluntary and mandatory deductions. Certain deductions such as those related to payroll taxes are mandated by law. Other deductions such as parking fees are voluntary and authorized by the employee.

---

### Procedures

Payroll deductions may be arranged as follows:

#### **Requested by Employee**

Deductions requested by the employee shall be based on written documentation signed by the employee. Examples include voluntary benefit plans, parking fees, and other voluntary services and products. Forms to begin and cancel deductions can be obtained from the entity receiving the funds. Some examples are listed below:

○ Georgia United Credit Union: Sign up and cancel deductions by filling out a form at the credit union. ○ Parking Services: Sign up and cancel deductions at the Parking Services Office.

- Student Fees: Sign up and cancel deductions at the Bursar's Office.
- Donations to the UGA Foundation: Sign up and cancel deductions at the Foundation. Guidelines and authorization forms are available from the UGA Foundation Development Office.
- Benefits: Sign up and cancel deductions for various benefits through Human Resources.
- Ramsey Center: same as Parking

#### **Requested by External Sources**

Deductions required by federal law, state statutes, or court ordered mandates may include tax withholdings, garnishments, court ordered child support, retirement contributions, etc.

Other deductions may be processed to facilitate reimbursement of monies owed to the state. Examples include salary overpayments, debts incurred, and mandatory benefits programs.

---

### Forms/Instructions

#### **Deduction Authorization Form**

---

### Additional contacts

#### **Ginger Ayers**

**Phone Number:** 706-542-6934

---

### Responsibilities

**Responsible University Senior Administrator:** Vice President for Finance & Administration

**Responsible University Administrator:** Associate Vice President for Finance Division

**Policy Contact:** Julie Camp

**Phone Number:** 706-542-3431

---

## Record Retention

This series documents deductions from salary checks authorized by employees. These records include lists with notation of authorized deductions as well as actual deduction forms. This series may include but is not limited to: deduction information on medical, dental, life, and disability insurance; American Association of University Professors, GCIU, Fair Share, and U.S. Savings Bonds; United Way and foundation contributions; payments for library fines/lost books, parking permits, and institutional credit union accounts; Veterans Affairs; ACH listings; personal use of state vehicles; and miscellaneous deductions. (Board of Regents: [Deduction Authorization Records 0472-04-008](#))

**Record Copy:** Payroll will maintain deduction authorization information.

**Retention:** 4 years after authorization expires or is superseded

---

## Policy Appendices

[Employee Benefits Website](#)

---

## Related information

For more information regarding voluntary employee deductions, please visit UGA's "[Employee Benefits Website](#)," found above in "Appendices."

[‹ Graduate Health Insurance Policy | Garnishment Deductions ›](#)

---

## Policy Dates

Effective Date:

Date Last Updated: 01/06/2017

Date of Last Review:

Date of Approval:

Previous Version of Policy: