

Payroll Deduction Policy

Office of the Bursar

Effective December 1, 2008

Miami University faculty and staff may elect to sign up for the option of allowing incidental charges incurred on campus (frequently through use of the Miami University ID card) to be deducted from their next paycheck (Payroll Deduction). By signing a Payroll Deduction Agreement, employees indicate that the Office of the Bursar may withhold the entire balance due on the bursar account from the employee's next paycheck.

Installment repayment arrangements may sometimes be made ***at the time of purchase*** for the following purchase types:

<u>Type of Purchase</u>	<u>Repayment Agreement</u>
Computer Loan	Computer Loan Agreement
Rec Center Membership	Rec Center Membership payment option
Tuition and Fees	Employee (or GA) Payroll Deduction form for tuition and fees (available in the Bursar's Office)
Health Enhancement	Health enhancement repayment agreement
Educational material from Bookstore	Employee education expense repayment agreement
Athletic tickets	Athletic Ticket Agreement

All other purchases, including but not limited to telecommunications charges (such as cell phone usage), meal and vending purchases, event ticket purchases, catering, and apparel and gift purchases, are due and payable from the employee's next paycheck.

Employees retain the right to revoke the payroll deduction agreement at any time, however charges already incurred will remain due and payable, and will be deducted from the employee's next paycheck.