

University of Chicago Employee Tuition Payroll Deduction Form

Employee's Name _____ Workday/Employee # _____

Student ID# _____

Employee's Signature _____ I HEREBY
 AUTHORIZE TUITION DEDUCTIONS TO BE TAKEN FROM EACH OF MY PAYROLL CHECKS TO
 COMPLETE PAYMENT OF TUITION

OFFICE USE ONLY		
Pay Schedule _____		
Code	Deduction Amount	Limit Override
569	\$ _____	_____
<input type="checkbox"/> Flag	<input type="checkbox"/> Workday	<input type="checkbox"/> Excel
Notes:		

Instructions:

University and Hospital Employees taking classes at the University of Chicago may choose to have Autumn, Winter and Spring tuition deducted directly from their paycheck. For the 2018/2019 academic year, payroll deductions will begin in October 2018 and continue through June 2019. Eighteen deductions will be setup for biweekly employees beginning October 12, 2018 and nine deductions will be setup for monthly employees beginning with the October 31, 2018 paycheck.

Your enrollment in this service must be renewed annually. In order to participate in the plan for the 2018/2019 academic year, please complete the upper portion of this form and sign the authorization where indicated. We recommend you provide us with your Workday/Employee identification number which can be found in Workday on your payslip.

The Bursar's Office must have this form signed by the employee before payroll deductions can be authorized. All deduction forms should be submitted by no later than October 5, 2018 for the 2018/2019 Academic Year.

Those who enroll in Payroll Deduction will NOT receive monthly tuition EBILL statements from the Bursar's Office.

Forms may be submitted by emailed to bjjohnso@uchicago.edu, dropped off or mailed to:

University of Chicago
 Office of the Bursar
 Attn: Barbara Johnson
 6030 S Ellis Avenue
 Chicago, IL 60637

For further questions regarding Payroll Deduction please email Barbara Johnson - bjjohnso@uchicago.edu or call the University Bursar's Office at 773-702-8000.