

**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 _____		
<b>Code</b>	<b>Deduction Amount</b>	<b>Limit Override</b>
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 2017/2018 academic year, payroll deductions will begin in September 2017 and continue through May 2018. Eighteen deductions will be setup for biweekly employees and nine deductions will be setup for monthly employees beginning with the September 29, 2017 paycheck.

Your enrollment in this service must be renewed annually. In order to participate in the plan for the 2017/2018 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 September 7, 2017 for the 2017/2018 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](mailto:bjjohnso@uchicago.edu), dropped off or mailed to:

University of Chicago  
 Office of the Bursar  
 2nd Floor Edelstone Center  
 Attn: Barbara Johnson  
 6030 S Ellis Avenue  
 Chicago, IL 60637

For further questions regarding Payroll Deduction please contact Barbara Johnson at 773-702-2223.