

University of Chicago Payroll Deduction Form

Lab School/College Tuition for Dependents

Employee's Name _____ Workday/Employee # _____

BW Payroll University Employee
MO Payroll Hospital Employee

Student's Name _____ Grade ____ ID# _____

Student's Name _____ Grade ____ ID# _____

Student's Name _____ Grade ____ ID# _____

Student's Name _____ Grade ____ ID# _____

Student's Name _____ Grade ____ ID# _____

OFFICE USE ONLY

Pay schedule _____

Code	Deduction Amount	Limit Override
569	\$ _____	_____
568	\$ _____	_____
566	\$ _____	_____
565	\$ _____	_____
564	\$ _____	_____
___ Flag	___ Workday	___ Excel

Employee's Signature _____

I HEREBY AUTHORIZE TUITION DEDUCTIONS TO BE TAKEN FROM EACH OF MY PAYROLL CHECKS TO COMPLETE PAYMENT OF TUITION

Instructions:

University and Hospital employees may choose to have tuition and fees deducted directly from their paycheck. These payments will be applied directly to your designated Lab Student/College Student account. For the 2018/2019 academic year, payroll deductions will begin in September 2018 and continue through May 2019. Eighteen deductions will be setup for biweekly employees and nine deductions will be setup for monthly employees beginning with the September 28, 2018 paycheck.

Your enrollment in this service must be renewed annually. In order to participate in this 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 on the form.

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 July 16, 2018 for the 2018/2019 Academic Year.

Forms may be emailed to Labbilling@uchicago.edu or mailed directly to:

University of Chicago
Office of the Bursar
Edelstone Center
Attn: Barbara Johnson
6030 S. Ellis Ave., Ste 289
Chicago, IL 60637

For further questions regarding Payroll Deduction please contact Barbara Johnson at 773-702-2223 or by email to bjjohnso@uchicago.edu.