# Payroll Deduction Enrollment Instructions

To sign up for the UGA Payroll Deduction you must have a Graduate Assistantship processed in the student system and 12 hour enrollment.

The Payroll Deduction option is only available during the Fall and Spring terms.

1. After you log into Athena, you will select the Student Tab, then select Student Accounts. Once in the Student Accounts you will then select Payroll Deduct Enrollment
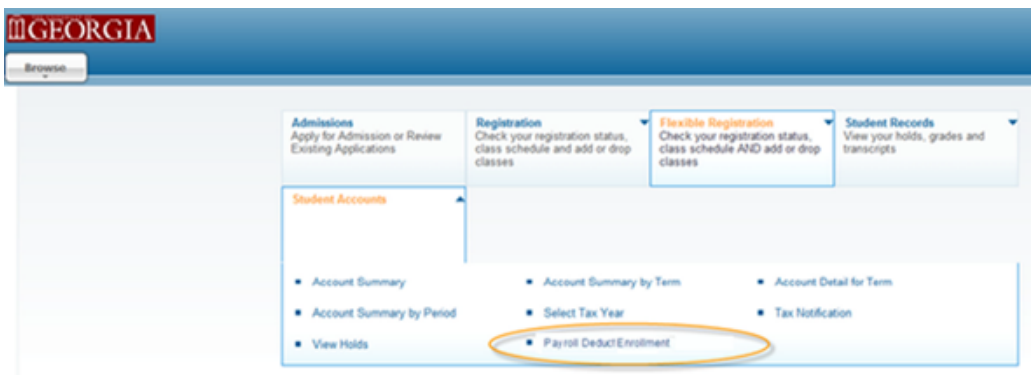

2. Select the correct term.

3. The maximum amount that is eligible for Payroll Deduction will automatically appear in the box. You can reduce it if you need to and then click Update. The full amount will then be split into 4 payments that will be deducted from your paychecks. The dates the amounts will be taken out will be listed along with the amounts. Once everything is correct, click Continue.


4. You will be taken to as screen to verify the deduction amounts. Then you must Accept the Terms and Conditions by checking the box. Once this is complete you will need to click on Complete Enrollment

5.
   Once you select Complete Enrollment you will get confirmation that you have sucessfully enrolled.
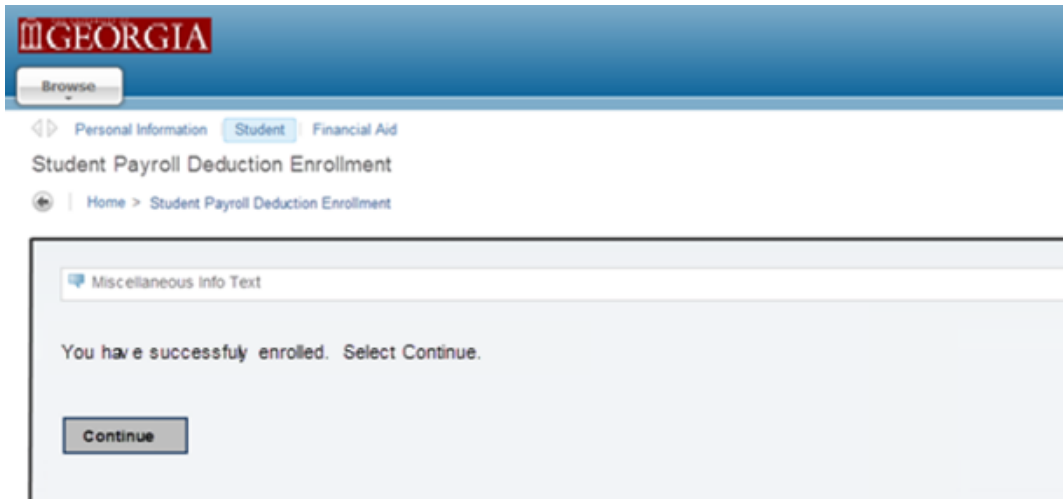
6.
   Once you have enrolled your maximum eligible amount it will not allow you to make changes.
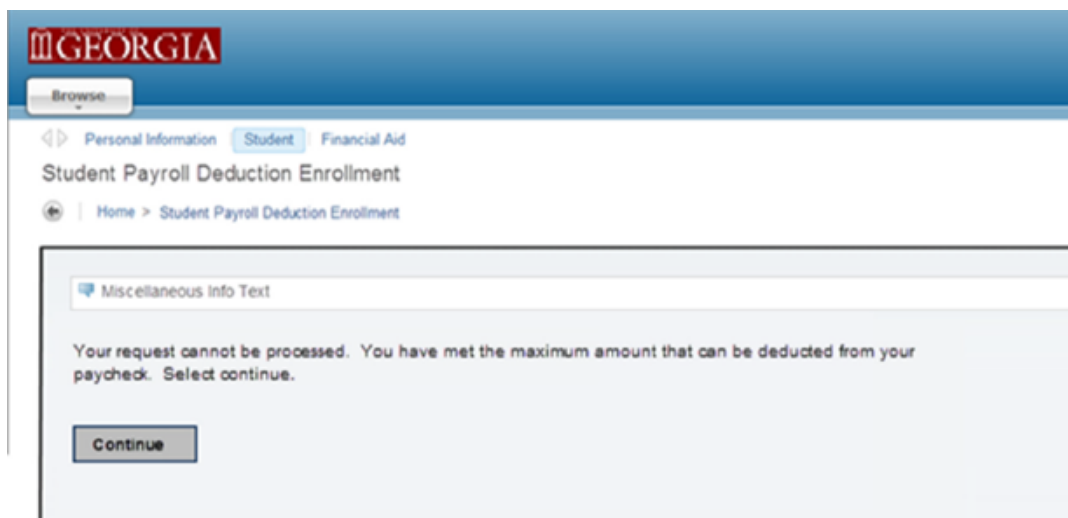
7. If you still have a balance that qualifies, or have charges added that qualify for Payroll Deduction you can add that balance up to the maximum allowable balance.

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Student Payroll Deduction Enrollment

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Miscellaneous Info Text

Total Deduction Amount Allowed: $ 200.00   Update

The following amounts will be deducted from your paychecks on approximately these dates:

$50.00   02/28/2013
$50.00   03/31/2013
$50.00   04/30/2013
$50.00   05/31/2013

Continue   Cancel

8. The additional amounts will have to be accepted. As well as the terms and conditions as before. Then click on Complete Enrollment.

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Miscellaneous Info Text Terms and Conditions: Once you agree...

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$50.00 02/28/2013
$50.00 03/31/2013
$50.00 04/30/2013
$50.00 05/31/2013

Miscellaneous Info Text Terms and Conditions: Once you agree...

☐ Accept Terms and Conditions

Complete Enrollment   Cancel