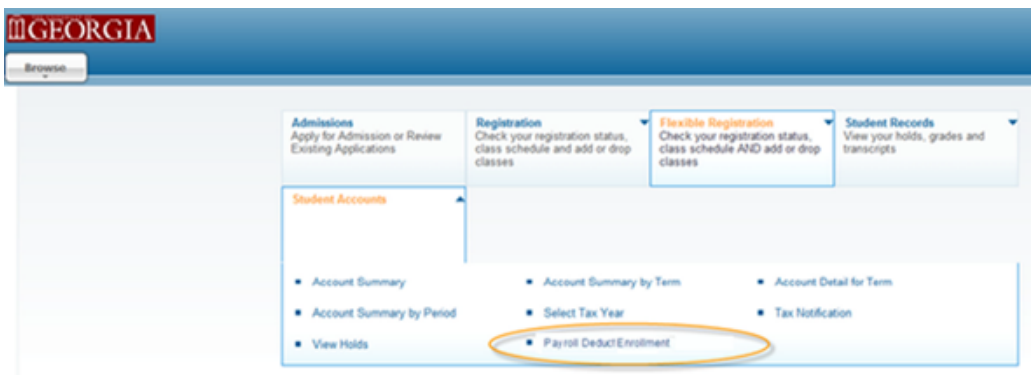


Payroll Deduction Enrollment Instructions

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.



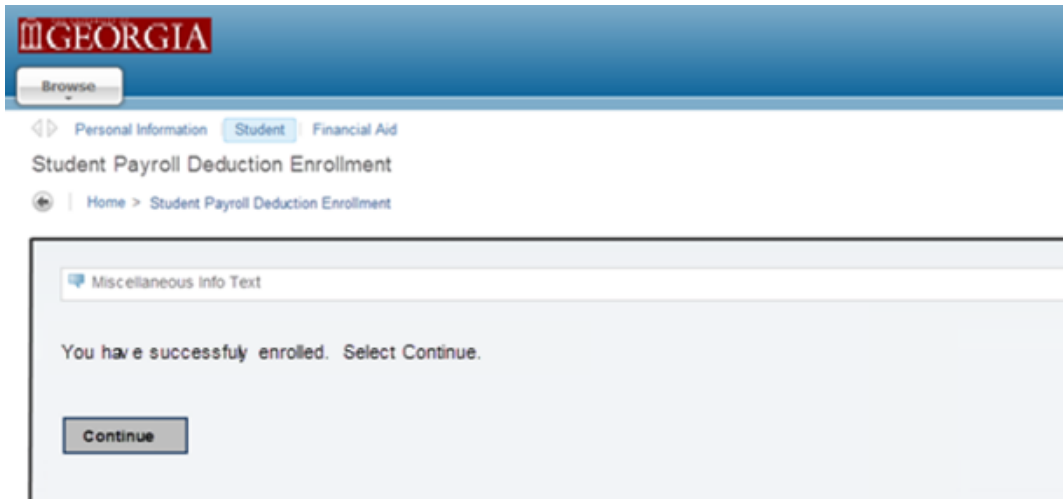
3. The maximum amount that is eligible for Payroll Deduction will automatically appear in the box. You can reduce it if you need to and then click Update. The full amount will then be split into 4 payments that will be deducted from your paychecks. The dates the amounts will be taken out will be listed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

The screenshot shows the 'Student Payroll Deduction Enrollment' page. At the top, there is a 'Browse' button and navigation links for 'Personal Information', 'Student', and 'Financial Aid'. The page title is 'Student Payroll Deduction Enrollment'. Below the title, there is a breadcrumb trail: 'Home > Student Payroll Deduction Enrollment'. The main content area is titled 'Miscellaneous Info Text'. It displays 'Total Deduction amount allowed: \$ 2,000.00' with an 'Update' button. Below this, it states 'The following amounts will be deducted from your paychecks on approximately these dates:' followed by a list of four payments: '\$500.00 02/28/2013', '\$500.00 03/31/2013', '\$500.00 04/30/2013', and '\$500.00 05/31/2013'. At the bottom of the form, there are 'Continue' and 'Cancel' buttons.

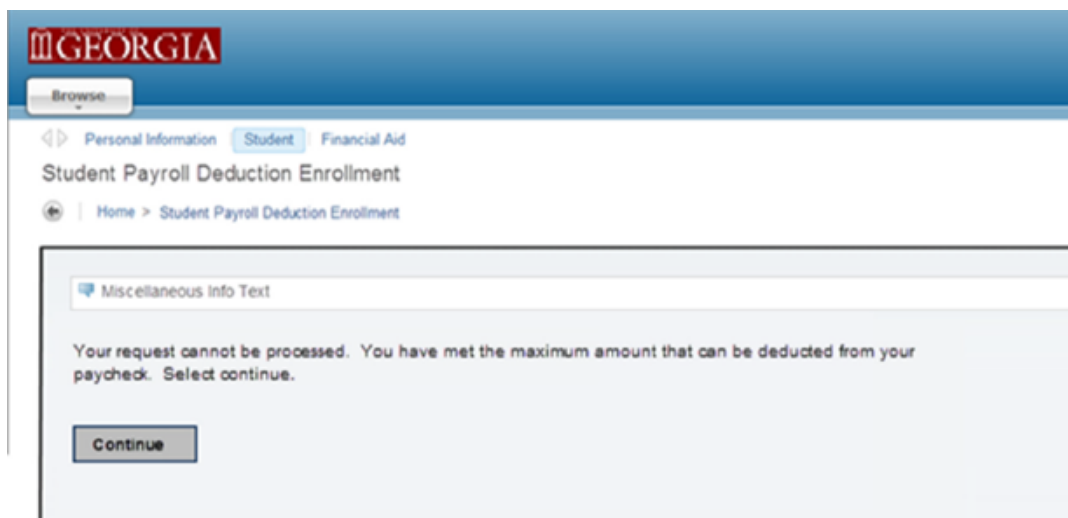
4. You will be taken to as screen to verify the deduction amounts. Then you must Accept the Terms and Conditions by checking the box. Once this is complete you will need to click on Complete Enrollment

The screenshot shows the 'Student Payroll Deduction Enrollment' page. At the top, there is a 'Browse' button and navigation links for 'Personal Information', 'Student', and 'Financial Aid'. The page title is 'Student Payroll Deduction Enrollment'. Below the title, there is a breadcrumb trail: 'Home > Student Payroll Deduction Enrollment'. The main content area is titled 'Miscellaneous Info Text' and contains the text 'Terms and Conditions: Once you agree...'. Below this, it states 'The following amounts will be deducted from your paychecks on approximately these dates:' followed by a list of four payments: '\$500.00 02/28/2013', '\$500.00 03/31/2013', '\$500.00 04/30/2013', and '\$500.00 05/31/2013'. Below the list, there is another 'Miscellaneous Info Text' section with the text 'Terms and Conditions: Once you agree...'. At the bottom of the form, there is a checkbox labeled 'Accept Terms and Conditions' which is currently unchecked. Below the checkbox, there are 'Complete Enrollment' and 'Cancel' buttons.

5. Once you select Complete Enrollment you will get confirmation that you have successfully 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.

GEORGIA

Browse

Personal Information Student Financial Aid

Student Payroll Deduction Enrollment

Home > Student Payroll Deduction Enrollment

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.

GEORGIA

Browse

Personal Information Student Financial Aid

Student Payroll Deduction Enrollment

Home > Student Payroll Deduction Enrollment

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

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

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

Accept Terms and Conditions

Complete Enrollment Cancel