



## Employee Deduction Authorization

Employee Name (Last, First, Middle Initial) \_\_\_\_\_

Empl ID (7 digits) \_\_\_\_\_

Payroll Type:

- ☐ Biweekly (All Hourly Employees)  
☐ Monthly (All Salaried Employees)

### Payroll Deduction Information Check Appropriate Deduction Code

Selection	Code	Description	Deduction Schedule
	18CDL	Child Development Lab	Deducted from 1st/2nd Biweekly
	18RCOE	Rent - Condition of Employment	Deducted from EACH Biweekly

### Frequency of Deduction Complete Appropriate Box Below

#### One-Time Deduction

Amount of Deduction \$ \_\_\_\_\_

This amount will be deducted from the employee's next regularly scheduled paycheck.  
UGA Central Payroll will notify you if there was insufficient net pay for this amount.

#### Ongoing Deduction

Deduction Amount \$ \_\_\_\_\_

This amount will be deducted according to the Deduction Schedule detailed above.

Effective Date (Required): \_\_\_\_\_

- ☐ Deduction to Begin on the Effective Date  
☐ Deduction to End on the Effective Date Above  
(if Biweekly employee, enter end date prior to begin date of next biweekly pay period)

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

To be used by UGA Central Payroll:

EMPL ID \_\_\_\_\_



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