



UISD AUTHORIZATION FOR PAYROLL DEDUCTION FORM

After School Adventures Program 2018-2019

UISD Employees Only

This form is to authorize the district to deduct from my regular payroll check for the After School Adventures (ASA). I am aware that this form needs to be submitted to the ASA Main Office by the 1st of the month for payroll processing (please review payment schedule below). **Any unpaid balances on my account shall be automatically deducted in my May payroll deduction.** *If I wish to cancel the payroll deduction I understand that I must fill out the ASA Payroll Deduction Cancellation Form and submit to the ASA office by the 1st of the previous month that I wish to cancel. **EMPLOYEE IS RESPONSIBLE TO UPDATE FORM ANNUALLY.**

Employee Section: Date requested: _____ Position Held: _____ Employee Id #: _____
 Name of Employee: _____ Payroll: Monthly _____ Bi-weekly _____

Student Section: No. of Student(s): _____ Name of Student(s): _____

School (ASA) Campus: _____

I agree to have the Payroll Office deduct from my salary the tuition for the ASA Program with the first deduction starting on _____ until the total ASA Payment Schedule is paid in full.
 (month)

EMPLOYEE'S SIGNATURE

DATE

	Monthly Payroll Deduction Schedule (1 Child)	Bi-Weekly Payroll Deduction (240-261 contract) Payment Schedule (1 Child)	Bi-Weekly Payroll Deduction (186-187 contract) Payment Schedule (1 Child)
August	\$185.00	1st August Check \$ 92.50	1st September Check \$ 92.50
		2nd August Check \$ 92.50	2nd September Check \$ 92.50
September	\$100.00	1st September Check \$ 50.00	1st October Check \$ 50.00
		2nd September Check \$ 50.00	2nd October Check \$ 50.00
October	\$100.00	1st October Check \$ 50.00	1st November Check \$ 50.00
		2nd October Check \$ 50.00	2nd November Check \$ 50.00
November	\$100.00	1st November Check \$ 50.00	1st December Check \$ 50.00
		2nd November Check \$ 50.00	2nd December Check \$ 50.00
December	\$100.00	1st December Check \$ 50.00	1st January Check \$ 50.00
		2nd December Check \$ 50.00	2nd January Check \$ 50.00
January	\$100.00	1st January Check \$ 50.00	1st February Check \$ 50.00
		2nd January Check \$ 50.00	2nd February Check \$ 50.00
February	\$100.00	1st February Check \$ 50.00	1st March Check \$ 50.00
		2nd February Check \$ 50.00	2nd March Check \$ 50.00
March	\$100.00	1st March Check \$ 50.00	1st April Check \$ 50.00
		2nd March Check \$ 50.00	2nd April Check \$ 50.00
April	\$100.00	1st April Check \$ 50.00	1st May Check \$ 50.00
		2nd April Check \$ 50.00	2nd May Check \$ 50.00
TOTAL	\$ 985.00	TOTAL \$ 985.00	TOTAL \$ 985.00
	(per child)	(per child)	(per child)

Please note: Tuition is due the 1st of the month; therefore **payroll deduction is 1 month in advance** except 186-187 employees paid on a biweekly basis

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