



# Payroll Deduction Authorization

University Dining – Meal Plan – SPRING 2018

## Section 1: Employee Information

Employee Name (First, Middle, and Last): \_\_\_\_\_

KSU ID Number (from your ID badge): \_\_\_\_\_

Employee Type:       Biweekly Staff                       Monthly Staff  
                                   Instructional Faculty                       Administrative Faculty

## Section 2: Deduction Information

	MEAL PLAN	TOTAL FEE	PRICE PER MEAL	DEDUCTION AMOUNT
<input type="radio"/>	Block 10	\$96	\$9.60	MONTHLY STAFF/FACULTY: \$48 (2 deductions) BIWEEKLY STAFF: \$24 (4 deductions)
<input type="radio"/>	Block 20	\$186	\$9.30	MONTHLY STAFF/FACULTY: \$62 (3 deductions) BIWEEKLY STAFF: \$31 (6 deductions)
<input type="radio"/>	Block 30	\$273	\$9.10	MONTHLY STAFF/FACULTY: \$91 (3 deductions) BIWEEKLY STAFF: \$45.50 (6 deductions)
<input type="radio"/>	Block 50	\$432	\$8.64	MONTHLY STAFF/FACULTY: \$144 (3 deductions) BIWEEKLY STAFF: \$72 (6 deductions)

## Section 3: Authorization/Acknowledgements

I authorize KSU Payroll to deduct the amount indicated [DEDUCTION AMOUNT] from each paycheck I receive until such time as the [TOTAL FEE] has been deducted. In the event of my separation from employment prior to the completion of this total fee, I acknowledge responsibility for payment of any remaining balance directly to the department of University Dining within ten business days. I acknowledge understanding of the following:

1. Meals can only be used in The Commons (Kennesaw) or Stingers (Marietta).
2. Meal Plan deductions will not roll over to future semesters, as such all payments must be received within the current semester.
3. Additional purchases will result in higher deductions until all payments have been received.
4. Spring 2018 Meal Plans will expire on May 7, 2018.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

## Section 4: FOR UNIVERSITY DINING USE ONLY

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## Section 5: FOR EDS/PAYROLL USE ONLY

Comments: \_\_\_\_\_

EMPLID: \_\_\_\_\_ Paygroup: \_\_\_\_\_ Initial: \_\_\_\_\_ Date: \_\_\_\_\_