

Employee Parking Permit Payroll Deduction Policy

Drake University is pleased to offer to eligible employees* the opportunity to have their parking permit fees deducted from their paychecks. Your fee will be spread throughout the 2016-2017 Academic year.

Payroll deductions will be based as followed:

Biweekly – 20 Pay Periods

Pay Check Beginning August 26th, 2016 and Ending May 19th, 2017

Monthly – 10 Pay Periods

Pay Check Beginning August 31st, 2016 and Ending May 31st, 2017

If you are employed after the August 31st beginning date and want to have payroll deduction, the Payroll Office will start withholding on your next pay period, prorated to the last pay in May 2017.

By signing the authorization form, the employee agrees to have:

- 1) The Payroll Office to determine the total deduction amount based on the type of Parking Permit
- 2) The Payroll Office to begin withholding on the above payroll periods

Payroll deductions may **ONLY** be made for full-time faculty and staff **employees** of Drake University.

Please note that if you should leave Drake University for any reason the remaining balance will be deducted from your last paycheck.

*Part-time employees, adjuncts, students (graduate and undergraduate) are not eligible for payroll deduction.

Forms can be found online or at the Student Services Center (lower Carnegie Hall).

Please take your form with you to receive your parking tag.