

## **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 2017-2018 Academic year.

Payroll deductions will be based as followed:

**Biweekly** – 20 Pay Periods

Pay Check Beginning August 25<sup>th</sup>, 2017 and Ending May 18<sup>th</sup>, 2018

**Monthly** – 10 Pay Periods

Pay Check Beginning August 31<sup>st</sup>, 2017 and Ending May 31<sup>st</sup>, 2018

If you are employed after the August 31<sup>st</sup> 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 2018.

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.