

Payroll Deduction Authorization

Employee Information

<input type="radio"/> 43REC – Student/Marietta Recreation Center	<input type="radio"/> 43MEAL – Meal Plan
<input type="radio"/> 43RAC – Marietta Employee Recreation Center	<input type="radio"/> 43CAS – Community Supported Agriculture (CSA)
43FIT – Employee Fitness Center	

<input type="radio"/> Recurring (amount to be taken until cancelled)	<input type="radio"/> Fee/Pledge (amount to be taken until goal fulfilled)
Effective Date: _____	Effective Date: _____
Flat Amount (per check): _____	Flat Amount (per check): _____
End Date (if applicable): _____	Goal Amount: _____

I authorize KSU Payroll to deduct the amount indicated [FLAT AMOUNT] from each paycheck I receive until such time as the [GOAL AMOUNT] has been deducted for a fee/pledge type deduction or until such time as an end date is provided for a recurring type deduction. If I separate from employment for any reason prior to fulfillment of a fee/pledge type deduction, I acknowledge that I am responsible for contacting the appropriate department to arrange direct payment of any remaining balance that is owed.

(Employee Signature)

(Employee Print Name)

(Date)

Faculty/Staff Terms and Conditions

Academic Year 2023/2024

This is a contract providing dining accommodations to a faculty/staff for the Contract Period identified in the terms

Desired Plan:	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
6% sales tax has been included as part of the total cost per plan			

Employee Signature: _____ Date: _____