BAYLOR UNIVERSITY

PAYROLL DEDUCTION NOTIFICATION and AUTHORIZATION

EMPLOYEE NAME: _____
(Please print legibly)

BAYLOR IDENTIFICATION NUMBER: _____

Clear Form

PLEASE INITIAL AND SIGN IN THE SPACES DESIGNATED BELOW.

Baylor Parking Decals
Employees who park on campus must register their vehicles through Parking Services who will then issue the employee a parking decal to affix to their vehicle. This benefit is provided to employees at no charge; however, employees are responsible for abiding by parking regulations. Any violation of these regulations will result in an assessment of fines. If a parking ticket is issued, a notice will be provided to the employee and the fine will be deducted from the employee's paycheck. Employees are given seven days to file an appeal. Further information may be found in Baylor University Personnel Policy 481 or in the Parking Services Department.

_____I understand that upon receipt of my Baylor Parking Decal(s), I am responsible for abiding by parking regulations and violations of these regulations (unless dismissed through a formal appeal process) will result in an assessment of fines which will then be deducted from my paycheck.

Baylor ID Card
Employees may choose to activate a credit card feature on their Baylor ID Card for use in charging purchases at various locations throughout campus (i.e. Dining Services, the Health Center, the Bookstore, etc.). A detailed summary of ID charges may be viewed online.

_____I hereby accept this benefit and authorize the deduction of these charges from my paycheck.

_____I hereby decline this benefit and do not authorize the deduction of these charges from my paycheck.

_____ _____
SIGNATURE DATE

Revised 09/10/09