

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Fiscal Affairs

NUMBER: 03.D.05

AREA: Payroll

SUBJECT: Payroll Deductions

1. PURPOSE

This document provides direction for the payroll department when making deductions from employees' paychecks that are mandated by statutory provision.

2. POLICY

The University of Houston System allows only payroll deductions from paychecks of employees as are authorized or required by statutory enactment. Deductions that are statutorily authorized but not required may be offered at the discretion of the System. The component university's chief financial officers are responsible for providing recommendations to the Vice Chancellor for Administration and Finance to add or discontinue any discretionary deductions.

3. VOLUNTARY DEDUCTIONS

Employees will complete the appropriate form with their original signature to authorize voluntary deductions from paychecks. These forms will be forwarded to the System Payroll Office for processing.

4. PROCEDURES

The System Payroll Office will establish appropriate procedures for the administration of this policy.

5. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Finance

Review: Every three years on or before August 31

6. APPROVAL

Approved: John Rudley
Vice Chancellor for Administration and Finance

Jay Gogue
Chancellor

Date: October 6, 2004

7. INDEXING TERMS

Payroll deductions