

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 340.1	
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Section:	Business	Subject:	Voluntary Salary Deductions

PURPOSE

To provide full-time employees the opportunity to allocate earnings for payment(s) to agencies approved by the President of the College or designee.

PROCEDURE

1. An employee seeking a payroll deduction must complete and sign a Payroll Deduction/Change Authorization form.
2. The Payroll Deduction/Change Authorization form is available in Human Resources. To be effective for the next payroll period, the form is to be submitted to Human Resources no later than eight working days prior to the next payroll.
3. The Payroll Office deducts from an employee's earnings.
4. The Business Services Office makes payments as directed by the employee.