

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Human Resources

NUMBER: 02.F.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.

3. VOLUNTARY DEDUCTIONS

Employees must submit the appropriate completed form with their original signature to the appropriate university Human Resources/payroll office to authorize voluntary deductions from paychecks.

In the event that the employee submits an electronic voluntary deduction form, an electronic signature will suffice as authorization for such deduction.

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 Human Resources

Review: Every five years

