

SECTION A: EMPLOYEE INFORMATION

Forms received by the 5th of the month are effective for the 15th payroll, forms received by the 20th of the month are effective for the 30th payroll.

DateCampus/Location

Employee NameEmployee #

Account Number

SECTION B: DEDUCTION INFORMATION

☐ Start Deduction

Deduction TitleDeduction Code

Start DateStop Date

Amount per Check\$Total Amount for Year\$

☐ Stop Deduction

Deduction TitleDeduction Code

Stop DateAmount\$

☐ Change Deduction

FROM:

Deduction TitleDeduction Code

Start DateStop Date

Amount per Check\$Total Amount for Year\$

TO:

Deduction TitleDeduction Code

Start DateStop Date

Amount per Check\$Total Amount for Year\$

SECTION C: EMPLOYEE AUTHORIZATION

I hereby authorize the Dickinson ISD Payroll Office to make the changes stated above to my paycheck. I understand that these changes will remain active until I submit another authorization to the Payroll Department or I have reached my final payment, whichever shall come first.

Employee

Date