

PERSONAL USE of PORTABLE ELECTRONIC RESOURCE

DEDUCTION AUTHORIZATION OR CANCELLATION

DA

PAYROLL OFFICE – UNIVERSITY OF MICHIGAN

3003 S. State St, G395 Wolverine Tower – Low Rise
Ann Arbor, MI 48109-1279
Phone (734) 615-2000
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The purpose of this deduction is to charge the faculty or staff member for the personal use of University-provided portable resource, e.g. cell phone, blackberry, etc. For more information about this deduction and its use, see Standard Practice Guide 514.04. Note that this form must be completed by the faculty/staff member and a departmental representative to provide the shortcode information.

Please print.

NAME _____ **UMID** _____

Payroll Deduction Code: TTNEQ – Technology Tools Equipment

Effective Paydate: _____ Biweekly-paid _____ Monthly-paid
Month Day Year

Shortcode (to be completed by departmental representative): _____

- Check one.
- ___ I wish to set-up a new deduction for \$_____.
 - ___ I wish to change my existing deduction from \$_____ to \$_____.
 - ___ I wish to cancel my existing deduction.

I authorize the above action to be taken for my deduction and agree to its remittance in accordance with schedules established by The University. I realize that this Authorization must be in the Payroll Office at least ten days prior to the effective payday.

Signature – faculty or staff member Date Daytime Phone #

Signature – departmental rep. (employee’s manager) Date Daytime Phone #