

2021/2022 University of Chicago Payroll Deduction Form

Lab School/College Tuition for Dependents

Employee's Name _____ Workday/Employee # _____

OFFICE USE ONLY
Pay schedule _____

BW Payroll University Employee
MO Payroll Hospital Employee

Code	Deduction Amount	Limit Override
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Student's Name _____ Grade ___ ID# _____

569	\$ _____	_____
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Student's Name _____ Grade ___ ID# _____

568	\$ _____	_____
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Student's Name _____ Grade ___ ID# _____

566	\$ _____	_____
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Student's Name _____ Grade ___ ID# _____

565	\$ _____	_____
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Student's Name _____ Grade ___ ID# _____

564	\$ _____	_____
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Employee's Signature _____

___ Flag ___ Workday ___ Excel

I HEREBY AUTHORIZE TUITION DEDUCTIONS TO BE TAKEN FROM EACH OF MY PAYROLL CHECKS TO COMPLETE PAYMENT OF TUITION

Instructions:

University and Hospital employees may choose to have tuition and fees deducted directly from their paycheck. These payments will be applied directly to your designated Lab Student/College Student account. For the 2021/2022 academic year, payroll deductions will begin in September 2021 and continue through May 2022. Eighteen deductions will be setup for biweekly employees beginning with the September 24, 2021 paycheck and nine deductions will be setup for monthly employees beginning with the September 30, 2021 paycheck.

Your enrollment in this service must be renewed annually. In order to participate in this plan for the 2021/2022 academic year, please complete the upper portion of this form and sign the authorization where indicated. We recommend you provide us with your Workday/Employee identification number on the form.

Those who enroll in Payroll Deduction will NOT receive monthly tuition EBILL statements from the Bursar's Office.

The Bursar's Office must have this form signed by the employee before payroll deductions can be authorized. All deduction forms should be **submitted by no later than July 15, 2021** for the 2021/2022 Academic Year.

Forms may be emailed to Labbilling@uchicago.edu or mailed directly to:

University of Chicago
Office of the Bursar
Attn: Barbara Johnson
6030 S. Ellis Avenue
Chicago, IL 60637

For further questions regarding Payroll Deduction please contact Barbara Johnson at 773-702-8000 or by email to bjjohnso@uchicago.edu.