



Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

PAYROLL SERVICES

Payroll Deduction Authorization

I, _____, do hereby voluntarily authorize the Payroll Office at Sam Houston State University to take a deduction from my paycheck(s) to resolve and account for the outstanding debt or obligation identified below and owed to the university.

I further understand and agree that the Payroll Office will automatically take a deduction for this outstanding debt or obligation on the next available payroll and/or other payroll, as may be necessary to recover the total outstanding balance owed.

Description of Debt: _____

I authorize the SHSU Payroll Office to deduct \$ _____ per pay period.

For a total not to exceed \$ _____. When the balance of the debt is reduced to less than the deduction amount, I authorize the University to make a deduction of less than the amount listed above as a final payment of the debt.

Employee Name (print): _____ Sam ID: _____

Employee Signature: _____ Date: _____

With few exceptions, you are entitled on your request to be informed about the information SHSU collects about you. Under Sec 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have SHSU correct information about you that is held by us and that is incorrect. The information that SHSU collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. Texas Government Code) and rules. Different types of information are kept for different periods of time.