

# Wage Deduction Authorization



Sam ID

Legal Name

**I understand and agree that my employer, Sam Houston State University (SHSU), may deduct money from my pay from time to time for reasons that fall into the following categories:**

- 1. Insurance and Retirement.** My share of the premiums for the SHSU's group insurance plans and supplemental retirement or Texa\$aver plans. If my employer pays any insurance premiums or retirement system contributions ("payments") on my behalf that I would normally make under the applicable SHSU benefit plan, the amount of such payments made by SHSU, such payments being an advance of future wages payable to me;
- 2. Overpayment of Wages.** If I receive an overpayment of wages for any reason, repayment to SHSU of such overpayments (the deduction for such a repayment will equal the entire amount of the overpayment, unless SHSU and I agree in writing to a series of smaller deductions in specified amounts);
- 3. Repair and/or Replacement Costs.** The cost of repairing or replacing any SHSU supplies, materials, equipment, including information technology equipment, money, or other property that I may damage (other than normal wear and tear), lose, fail to return, or take without appropriate authorization from SHSU during or at the conclusion of my employment (except in the case of misappropriation of money by me, I understand that no such deduction will take my pay below minimum wage, or, if I am a salaried exempt employee, reduce my salary below its predetermined amount);
- 4. Fees.** Administrative fees in connection with court-ordered garnishments or legally-required wage attachments of my pay, limited in extent to the amount or amounts allowed under applicable laws;
- 5. Leave Advancements.** If I am paid for leave in advance of the date on which I am entitled to and have accrued, the value of such leave;
- 6. Outstanding amounts owed to SHSU for**
  - a. Keys lost, stolen, or unreturned in accordance with Policy FO-FM-24.
  - b. Parking permits or fines incurred in accordance with Parking Rules & Regulations.
  - c. Library fines in accordance with the Library Circulation Policies
  - d. Tuition and fee repayment in accordance with Policy B-5.

**I agree that SHSU may deduct money from my pay under the above circumstances, or if any of the above situations occur.** I further understand that SHSU has stated its intention to abide by all applicable federal and Texas wage and hour laws, and that if I believe that any such law has not been followed, I have the right to file a wage claim with appropriate Texas and federal agencies.

**I understand the SHSU Payroll Department may elect to require amounts owed under fifty dollars (\$50.00) be paid by me at the Cashier's Office instead of processing a payroll deduction.**

Further, **I confirm that an electronically signed copy of this Wage Deduction Authorization or a signed copy transmitted by email or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Authorization.**

Sign

Date

#### Reference Links

[FO-FM-24 Keys](#)

[Parking Rules & Regulations](#)

[Library Circulation Policies](#)

[B-5 Employee Development](#)