

THE UNIVERSITY OF MICHIGAN – FLINT

Tech Tools: Cell Phones and Portable Electronic Resources

Deduction Authorization or Cancellation

UM-Flint University Human Resources

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Hours: M-F 8:00am – 5:00pm

The purpose of this deduction is to charge the faculty or staff member for the personal use of University provided portable resource (i.e. cell phone, blackberry, etc.) where personal usage is greater than 15%. 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

Phone Number: _____ Average monthly bill: _____

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

Shortcode (to be completed by the departmental representative): _____

Check One

_____ I wish to set-up a new deduction for \$_____. (Biweekly employees will have deduction taken from the second check of each month only)

_____ 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 10 day prior to the effective pay date.

Signature – faculty or staff member _____ Date _____ Daytime Phone # _____

Signature – supervisor _____ Date _____ Daytime Phone # _____