



Campus Card Payroll Deduction

To withhold funds from an employee's paycheck and apply the funds to a UA Campus Card account.

MAU/Major Administrative Unit (Circle One)				Check Distribution (TKL)	
SW	UAF	UAA	UAS	T ____ _	
First Name		MI	Last Name		
Employee UA ID			Phone Number		

Wolfcard Account (UAA Only)

Dedn: 915

Action Type: Start Stop Change Deduction will begin in next available pay period.

(Per Pay Period Amount)

- \$5.00 \$20.00 \$35.00
 \$10.00 \$25.00 \$40.00
 \$15.00 \$30.00 Other _____

Total Number of Pay Periods: _____

*Wolfcard holders can only contribute to own account.

Please make this deduction ongoing

Note: If any funds remain on the cardholder's account at termination, a processing fee will be deducted before the leftover amount is forwarded. Accounts Receivable will deduct any outstanding amounts owed to the University before refunding the balance. For more information, refer to the Wolfcard web page at <http://www.uaa.alaska.edu/wolfcard/>.

Polar Express/Bear Bucks Account (UAF Only)

Dedn: 916

Action Type: Start Stop Change Deduction will begin in next available pay period.

(Per Pay Period Amount)

- \$5.00 \$20.00 \$35.00
 \$10.00 \$25.00 \$40.00
 \$15.00 \$30.00 \$ Other _____

Please apply amount withheld from my pay to the following recipient's Polar Express *Bear Bucks* account (only one recipient allowed):

(Minimum amount per pay is \$5.00)

Recipient UA ID Required:

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(Enter in Reference Field)

Please make this deduction ongoing

OR

Total amount to be deducted: \$ _____ Recipient Name: _____

*** Bear Bucks will be available to spend on the designated Polar Express account by noon on each payday. Once purchased, Bear Bucks are non-refundable. For more information, refer to the Polar Express web page at <http://www.uaf.edu/aux-bus/polarexpress/>.

Whale Card Account (UAS Only)

Dedn: 917

Action Type: Start Stop Change Deduction will begin in next available pay period.

Deduction Amount each pay: \$ _____

(Minimum amount per pay is \$5.00)

Please apply amount withheld from my pay to the following recipient's Whale Card account (only one recipient allowed):

Please make this deduction ongoing

Recipient UA ID Required:

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(Enter in Reference Field)

OR

Total amount to be deducted: \$ _____ Recipient Name: _____

*** Whale Card funds will be available to spend on the designated Whale Card account by noon on each payday.

Note: If any funds remain on the cardholder's account at termination, a processing fee will be deducted before the leftover amount is forwarded. Accounts Receivable will deduct any outstanding amounts owed to the University before refunding the balance. For more information, refer to the Whale Card web site at <http://www.uas.alaska.edu/vicechancellor/whalecard.html>.

Election and Salary Conversion Authorization

I authorize the University of Alaska to deduct (post-tax) the amount(s) indicated above.

Employee Signature

Date

Submit the completed form to the employee's regional Human Resources office

HR Office Use Only: Entered By: _____ Date: _____ Effective: _____