



EMPLOYEE DISCOUNT MEAL PLAN

PAYROLL DEDUCTION AUTHORIZATION

For Spring Semester 2016

I authorize Shawnee State University to payroll deduct the *Meal Value Plan* selected below.

I understand that by signing this authorization form I am obligated to pay the entire *Meal Value Plan* amount even if I do not use all the meals purchased. I also understand that if I terminate employment with Shawnee State University for any reason prior to paying the entire amount due, the remaining balance due will be deducted from my final paycheck.

Please Check the *Meal Value Plan* you would like to purchase below:

- 50 Meal Value Plan*** @ \$314.18 or **\$39.28 per pay** (8 pays) **beginning 1/22/16 - 5/13/16**
- 20 Meal Value Plan*** @ \$128.15 or **\$16.02 per pay** (8 pays) **beginning 1/22/16 - 5/13/16**
- 10 Meal Value Plan*** @ \$69.12 or **\$8.64 per pay** (8 pays) **beginning 1/22/16 - 5/13/16**
- Lump Sum Deduction on 1/22/16** (*indicate which meal plan you are selecting)

This is a NON-REFUNDABLE purchase and may not be cancelled once the *Meal Value Plan* has been used.

Employee Name (Print)

Employee ID Number

Department

Work phone extension

Employee Signature

Date

You must complete, sign and return this payroll deduction authorization form to Human Resources prior to using the selected *Meal Value Plan*. Return completed form to Human Resources – located in the Administration Building, Room 016.

The Deadline to sign up for payroll deduction for Spring Semester is Monday, January 11, 2016

*** All meals must be used by the end of Spring Semester**