



Allied Health – Human Development Center

Early Learning Center

Payroll Deduction Authorization

This form is used only to initiate or change payroll deductions to pay for the cost of child care at the university’s early learning center. Please be advised that this is not a pre-tax deduction program. Deductions for child care services will be taken in the month preceding the month that child care services are provided. *(For example: Child care services beginning in March would be deducted in February and continue until the service is terminated.)*

New Deduction

Change Deduction

Terminate Deduction

Employee Name: _____

Employee ID: _____

Child’s Name: _____

Deduction Amount:

One Time Deduction of \$ _____ (one time charges, etc.)

and/or

Biweekly Amount: \$ _____ (24 deductions per year)

Semi-Monthly Amount: \$ _____ (24 deductions per year)

Monthly Amount \$: _____ (12 deductions per year)

Effective Date of Initial Deduction: _____

Comments: _____

I hereby authorize LSU Health Sciences Center New Orleans to make the above deductions from my payroll.

Signature

Date

Please submit the completed form to one of the following:

- Deliver to the Payroll Dept. – Resource Center Building, 6th floor, Rm 611
- Fax – 504.568.2366
- Email – lsunopayroll@lsuhsc.edu