



Auxiliary Sales

Located at the main Baroness Campus and Erlanger East

Payroll Deduction Guidelines for Employees of Erlanger Health System

Periodically throughout the year, the Baroness Auxiliary will conduct a 2-3 day sale for jewelry, books, clothes, etc. Payroll deduction is available for eligible Erlanger employees who wish to purchase items at these sales.

- **Eligibility:**
Payroll deductions are available for all employees that are scheduled to work at least 19.5 hours per week (0.52-1.00 FTE) of the Erlanger Health System.

- **Number of deductions (pay periods) available:**
1 – 6 deductions; you choose the number that works best for you!

- **Purchase amount allowable for payroll deductions:**
Minimum - \$ 15.00
Maximum - \$300.00 (represents the maximum balance outstanding at any point in time)

- **Multiple/frequent purchases and associated deductions:**
Deductions associated with multiple purchases will be added together. The resulting total deduction will be made in equal amounts until the remaining balance is paid-off. Examples provided on next page.

Questions about this Guideline or specific questions about your purchases or payroll deductions should be directed to the Baroness Auxiliary Gift Shop - (423) 778-7436



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➤ Payroll Deduction Examples

*** Example 1 – single purchase collected before any add'l purchases made:**

Purchase on October 3 rd , 2006	\$200.00
Number of pay periods chosen	4
Amount of deduction per pay period	\$50.00

*** Example 2 – multiple purchases made before balance is paid off:**

Purchase on October 3 rd , 2006	\$200.00
Number of pay periods chosen	4
Amount of deduction per pay period	\$50.00
Plus	
Purchase on October 4 th , 2006	\$120.00
Number of pay periods chosen	6
Amount of deduction per pay period	\$20.00

The outstanding balance is \$320.00 (\$200.00 + \$120.00). The following pay period, the two deductions will be added together – total deduction will be \$70.00 (\$50.00 + \$20.00). The deduction of \$70.00 will be made until the balance is paid off - \$320.00/\$70.00 equals approximately 4.5 pay periods:

Deduction Summary:

PP 1 - \$70.00 (balance equals \$250.00; \$320.00 less \$70.00)
PP 2 - \$70.00 (balance equals \$180.00)
PP 3 - \$70.00 (balance equals \$110.00)
PP 4 - \$70.00 (balance equals \$ 40.00)
PP 5 - \$40.00 (balance equals \$ 0.00)