



Baroness Auxiliary Gift Shops

Located at the main Baroness Campus and Erlanger East

Payroll Deduction Guidelines for Employees of Erlanger Health System

Thank you for shopping with us. We are pleased to offer convenient payroll deductions as a means of payment.

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



Baroness Auxiliary Gift Shops

Located at the main Baroness Campus and Erlanger East

Payroll Deduction Guidelines for Employees of Erlanger Health System

➤ 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)