
PAYROLL MEMORANDUM

To: All Employees

FROM: UD Payroll Department

SUBJECT: Payroll Direct Deposit Advice Slips

This form is essential to the processing and handling of direct deposit advice slips.

Your payroll direct deposit advice slip and your W-2 tax form will be sent to your udallas.edu email address. It is important that you inform us of any changes to your mailing address. We no longer offer hard-copy checks for faculty/staff. If you have any questions, please contact Fanny Martin, Payroll Manager, at extension 5195 or fmartin@udallas.edu.

For full-time **FACULTY ONLY**, please select one of the following options:

12-month (24 pay periods) _____
**this option is for tenured or tenure-track faculty

9-month (18 pay periods) _____

For **ALL EMPLOYEES**, please fill in the following information and sign:

Name (please print) _____

Department _____

Signature _____

Authorization for Deductions from Final Pay Check

By my signature below, I agree that upon separation from employment at the University of Dallas and final accounting, the value of any unreturned University property and/or debt owed to the University as agreed in a written promissory note may be deducted from my final paycheck.

Such property/debt includes, but is not limited to:

- Unpaid parking citations
- Outstanding debt to the University as represented by written agreement (e.g. student account balance, payroll advance balance, or other debt owed)
- Uniforms
- Cell phones, laptops, tablets, or other technology
- Tools
- Equipment

This includes any expenses incurred (i.e. the cost of re-keying offices, etc.) by the University from the failure to return property. University credit cards are to be used only for approved business purposes. All other charges made to the University credit cards are the employee's responsibility.

Name (please print) _____

Date _____

Signature _____