

*Criteria for Payroll Deductions*

The University of Kentucky payroll system provides payroll deductions for all mandatory and voluntary employee benefit programs approved by Human Resources. The payroll system is not intended to be used to provide payroll deductions for non-university programs or organizations relative to membership dues and/or fees for services.

Accordingly, the University will only consider permitting voluntary payroll deductions for non-university sponsored programs or organizations if all of the following criteria are satisfied and provided the process does not pose undue administrative burdens or system requirements:

1. Services or memberships are available to all employees of the University.
2. The organization's primary purposes promote the improvement of higher education.
3. The organization is tax-exempt under the Internal Revenue Code Section 501 (c) (3).
4. The organization maintains an affirmative action plan.
5. The organization can demonstrate that at least 500 employees will be enrolled in the payroll deduction process each payroll period.
6. The organization will receive a single remittance of the payroll deductions supported with a list of employee names and amount deducted per employee.
7. The organization's finances are subject to an annual independent audit to be provided to the University upon request.
8. The organization has an active local chapter

Requests for voluntary payroll deductions will be submitted annually to the Office of the Treasurer no later than March 1 for permission to use the payroll system for the next fiscal year beginning on July 1. The organization's eligibility to continue with the payroll deduction will be reviewed by the Office of the Treasurer each year.