

**TEXAS SOUTHERN UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Fiscal Affairs**

**NUMBER: 03.04.03**

**AREA: Payroll**

**SUBJECT: Payroll Deductions**

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**I. PURPOSE AND SCOPE**

This policy provides direction for the payroll department when making deductions from employees' paychecks that are mandated by statutory provision.

**II. POLICY**

Texas Southern University only allows payroll deductions from paychecks of employees as are authorized or required by statutory enactment. Deductions that are statutorily authorized but not required may be offered at the discretion of the university. The Executive Directors of Human Resources and/or Business Affairs are responsible for providing recommendations to the Chief Financial Officer to add or discontinue any discretionary deductions.

**III. PROCEDURE**


- A. Employees will complete the appropriate form with their original signature to authorize voluntary deductions from paychecks. These forms will be forwarded to the Payroll Office for processing.
- B. The Payroll Office will establish and document appropriate departmental procedures for the administration of this policy.


**IV. REVIEW AND RESPONSIBILITY**

Responsible Party: Chief Financial Officer

Review: Every three years, on or before May 1

V. APPROVAL

  
\_\_\_\_\_  
Chief Financial Officer

  
\_\_\_\_\_  
President

Date of President's Approval: \_\_\_\_\_ 11/23/09