

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Permission of Groups Offering Benefits to College Personnel to Use the College Payroll Deduction Process	<u>Number</u> 109
Related Policy:	Agents, Solicitors, and Salespersons – 6Hx20-1.008	<u>Page</u> Page 1 of 1

I. Purpose

To establish a procedure for groups desiring to offer benefits to College personnel via the payroll deduction process.

II. Procedure

- A. Any group desiring to offer a benefit to College employees via payroll deduction must contact the Director, Human Resources.
- B. The Director, Human Resources, will present the request to the Benefits Committee which may make a recommendation to the President's Cabinet.
- C. Any recommendation for additional payroll deductions must be accompanied by a statement indicating that existing payroll deductions were reviewed and recommended for continuation or elimination.
- D. The final decision for initiating or eliminating payroll deductions will be made by the President's Cabinet.

Responsible Official	Director, Human Resources
President's Signature:	Date: 02/21/2017
	