

California State University, Fresno Association, Inc.
Employee Deferred Payroll Deduction Technology Program
November 2014

Purpose

The purpose of the Employee Deferred Payroll Deduction Payment Program is to provide California State University, Fresno Association, Inc. benefited employees the opportunity to obtain computer hardware, software, and related technology items through Kennel Bookstore.

Eligibility

Benefited employees with at least six (6) months of employment with the Association. Only Association employees (not their families) may purchase technology items under this program.

Procedure

- Download the Technology Payroll Deduction Authorization Form (“Form”) from the Auxiliary Human Resources website at <http://www.auxiliary.com/auxhr/employee-resources.html>
- Visit the Kennel Bookstore Technology department and present the Form to the Kennel Tech Associate for program eligibility. The Kennel staff will contact Auxiliary Human Resources to verify eligibility.
- Once eligibility has been verified, the Bookstore will complete the Form and process the sale. Purchases exceeding \$2,000 will require the employee to pay the difference at point of sale.
- Kennel Bookstore will forward completed Form to Auxiliary Human Resources for processing of payroll deduction.

Program Guidelines

- No interest is charged during the payroll deduction period.
- The payroll deduction credit limit cannot exceed \$2,000, and the minimum purchase requirement is \$500.
- Only one (1) payroll deduction agreement is allowed until the outstanding balance is paid in full.
- At the option of the employee, repayment is divided over three (3), six (6) or twelve (12) months.
- Any outstanding balance must be paid upon separation of employment. If the employee fails to make repayment upon separation, interest will accrue at a rate of ten (10) percent per year until paid in full.