



Your Employee I.D. Card "The Way to Pay"

Payroll Deduction Authorization

Return Completed Form to Hospitality Services - University Commons Room 100

This form is used to initiate payroll deductions to fund your Pioneer Express Card. If you would prefer to open the account by paying with a credit card or want further information about the Pioneer Express Card program please go to the [Pioneer Express web page](#). You can also receive further information about the Pioneer Express Card by calling the Hospitality Services at extension 2672.

- New Deduction Change Deduction Renewal Terminate Deduction

Employee's Name: _____

Employee's Banner ID: _____

Deduction Amount:

One Time Deduction of \$ _____

Bi-Weekly Deduction of \$ _____

Enroll me in the Employee Meal plan (select one below)

- 12- Month Employee - \$10 bi-weekly for 26 pay periods for \$300 meal plan (full time)
- 10- Month Employee - \$12 bi-weekly for 22 pay periods for \$300 meal plan. (part time)

I hereby authorize William Paterson University to make the above deductions for my paycheck(s). I understand that the Pioneer Express Card is not an ATM card and I may not withdraw the cash from my account.

Employee's Signature

Date

Hospitality Services and Payroll and Employee Benefits Use Only

Employees Pioneer Express Card credited for \$ _____ on _____ by _____

Payroll Deductions Started PP _____ by _____ Verified

Please fax this form to Hospitality Services @ 973-720-3266
or scan and e-mail to hospitalityservices@wpunj.edu