

## SAC Fitness Center Membership

### Payroll Deduction Form

**Directions** – Please complete this form and return it through campus mail to Brandon Marshall, Department of Recreation & Wellness. Please call Cindy Lauer with any questions @ (678) 466-4974.

Name: \_\_\_\_\_ Employee ID#: \_\_\_\_\_

Department : \_\_\_\_\_ Campus Phone: x \_\_\_\_\_

Email: \_\_\_\_\_ @clayton.edu

Select:  12-month employee \*  10-month employee †  Full-Time  Part-time  Retiree  
Payroll Classification:  Biweekly  Monthly

**Note - Fitness Center membership dues are deducted on an "after tax" basis from your paycheck effective immediately. This membership runs on the same monthly cycle as all other benefits.**

- I hereby authorize the Office of Human Resources & Services to deduct \$\_\_\_\_\_ from my salary each month, to be paid to the Department of Recreation & Wellness. If I am paid bi-weekly, one-half of the amount will be deducted from each payroll. If you are paid biweekly and you are joining after the first pay period, the total amount of your membership will be applied to the second biweekly pay period. If there are three payrolls in a month, the third payroll will contain no deduction.
- I hereby request cancellation of my Fitness Center payroll deduction. **Note – there is a one-month cancellation penalty for early termination from the multi-month membership (year or semester).** Should you decide to continue your Fitness Center membership separate from the payroll deduction program, you are responsible for notifying the Department of Recreation & Wellness.

---

**Employee / Retiree Membership Plan Options** – Please call 678-466-4971 for questions regarding plans. The semester plans run: **Fall:** September – December. **Spring:** January – April. **Summer:** May – August. Please make your selection by marking the appropriate boxes. Thank you!

**Individual** - The per month price will be adjusted accordingly if you are a 10-month employee to **\$27.50 per month.** †

- Fall Semester \$100 (\$25 per month – submission deadline is August 30<sup>th</sup>)  
 Spring Semester \$100 (\$25 per month – submission deadline is December 23<sup>rd</sup>)  
 Summer Semester \$100 (\$25 per month – submission deadline is April 30<sup>th</sup>)  
 Year \* – Auto Renewal \$275 (\$22.92 per month; runs September 1 – August 31) \*

**Companion** — Two people, same household, over age 16. The per month price will be adjusted accordingly if you are a 10-month employee to **\$50 per month.** †

- Fall Semester \$200 (\$50 per month – submission deadline is August 30<sup>th</sup>)  
 Spring Semester \$200 (\$50 per month – submission deadline is December 23<sup>rd</sup>)  
 Summer Semester \$200 (\$50 per month – submission deadline is April 30<sup>th</sup>)  
 Year \* – Auto renewal \$500 (\$41.67 per month, runs September 1 - August 31) \*

**Family** — Per Person price added to companion price listed above.

- Semester \$35  
 Year \$75

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

---

#### For Office Use Only

DRW Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_ Date sent to OHR: \_\_\_\_\_

Start Date of Payroll Deduction: \_\_\_\_\_ Pay Period to Charge:  1<sup>st</sup> BW  2<sup>nd</sup> BW - (DBL DED)

OHR Representative: \_\_\_\_\_ Date Processed: \_\_\_\_\_