3-02/270.00 - Payroll Deduction Cards

Employees wishing to authorize outside organization deductions (start or stop) from their paychecks to cover certain items such as insurance, United Way contributions, credit union payments, etc., are highly encouraged to deal directly with that outside organization. A listing of outside organizations may be found on Personnel Administration Bureau's Pay, Leaves, and Records (PLR) Units website.

Beginning with the April 2012 full implementation of the eHR Human Resources Management Application, the Department of Auditor-Controller's Countywide Payroll Division (CWP) no longer handles payroll deduction cards. CWP does not have the authority to start, stop, or change outside organization's deductions. Any outside organization's deduction cards/forms sent to CWP shall be forwarded to the outside organization, however, it should be noted that this will incur an unnecessary delay in reaching the outside organization and possibly, further delay payroll processing of any requested deduction changes.