



**EMPLOYEE ORGANIZATION MEMBERSHIP  
PAYROLL DEDUCTION AUTHORIZATION  
UPAY 699 (R7/87)**

PLEASE PRINT OR TYPE

			CAMPUS	LOC	EMPLOYEE ID	DATE
			ACTION ON THIS FORM TO BECOME EFFECTIVE THE PAY PERIOD BEGINNING:			DATE
<b>MONTHLY DEDUCTION</b>						
LAST NAME,	FIRST,	MIDDLE INITIAL		ENROLL	CANCEL	CURRENT AMOUNT
DEPARTMENT EMPLOYED AT U.C.			DUES			
TITLE AT U.C.			INITIATION FEES			
ORGANIZATION NAME (INCLUDE LOCAL NAME AND NUMBER)			GENERAL ASSESSMENT			
				<b>TOTAL</b>		

I authorize The Regents of the University of California to withhold monthly or cease withholding from my earnings as an employee, membership dues, initiation fees and general assessments as indicated above.

I understand and agree to the arrangement whereby one total monthly deduction will be made by the University based upon the current rate of dues, initiation fees, and general assessments. I ALSO UNDERSTAND THAT CHANGES IN THE RATE OF DUES, INITIATION FEES AND GENERAL ASSESSMENTS MAY BE MADE AFTER NOTICE TO THAT EFFECT IS GIVEN TO THE UNIVERSITY BY THE ORGANIZATION TO WHICH SUCH AUTHORIZED DEDUCTIONS ARE ASSIGNED AND I HERBY EXPRESSLY AGREE THAT PURSUANT TO SUCH NOTICE THE UNIVERSITY MAY WITHHOLD FROM MY EARNINGS AMOUNTS EITHER GREATER OR LESSER THAN THOSE SHOWN ABOVE WITHOUT OBLIGATION TO INFORM ME BEFORE DOING SO OR TO SEEK ADDITIONAL AUTHORIZATION FROM ME FOR SUCH WITHHOLDINGS.

The University will remit the amount deducted to the official designated by the organization.

This authorization shall remain in effect until revoked by me – allowing up to 30 days time to change the payroll records in order to make effective this assignment of revocation thereof – or until another employee organization becomes my exclusive representative. It is understood that this authorization shall become void in the event the employee organization's eligibility for payroll deduction terminates for any reason. Upon termination of my employment with University, this authorization will no longer be in effect. This authorization does not include dues, initiation fees and general assessments to cover any time prior to the payroll period in which the initial deduction is made. Payroll deductions, including those legally required and those authorized by an employee are assigned priorities. In the event there are insufficient earnings to cover all required and authorized deductions, it is understood that deductions will be taken in the order assigned by the University and no adjustment will be made in a subsequent pay period for membership dues, initiation fees and general assessments.

EMPLOYEE SIGNATURE	DATE
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**FOR UNIVERSITY USE ONLY**

TRAN CODE	EMPLOYEE ID NO.	DATE	ELEMENT NO	BAL CD	AMOUNT
X1		MO DY YR	6	G	
X1		MO DY YR	6	G	
X1		MO DY YR	6	G	

RETENTION: 1 YEAR AFTER INACTIVE – ACCOUNTING OFFICE

SEE BELOW FOR PRIVACY NOTIFICATION

**STATE:**

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information.

The principal purpose for requesting the information on this form is for payment of earnings and for miscellaneous payroll and personnel matters such as, but not limited to withholding of taxes, benefits, administration, and changes in title and pay status. University policy and State and Federal statutes authorize the maintenance of this information.

Furnishing all information requested on this form is mandatory – failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Information furnished on this form may be used by various University departments for payroll and personnel administration and will be transmitted to the Federal and State governments as required by law.

Individuals have the right to review their own records in accordance with Staff Personnel Policy 605 and Academic Personnel Policy 160. Information on these policies can be obtained from Campus or Office of the President Staff and Academic Personnel Offices.

The officials are responsible for maintaining the information contained on this form is: Office of the President and Campus Academic and Staff Personnel Managers or Campus Accounting Officers.