



Donation Deduction Form

ADD Donation DISCONTINUE Donation

JEAN DAY DEDUCTION

\$5 from each check for full-time employees

\$2.50 for part-time employees

and/or

ONGOING DEDUCTION

\$_____ from each paycheck.

***Please allow for two pay periods to pass for deductions to take place. It may start sooner than two periods. We recommend that you verify the deduction is correct in Paylocity self portal.

Jean Day - Please remember to follow the Recover Health dress code when participating in the Jean Day deduction. Jeans are allowed but must portray a professional image. It is expected that professional attire is worn when attending special events, external appointments/meetings, etc.

Employee Signature

Date

Administrator Signature

Date