



# UNIVERSITY of WISCONSIN-GREEN BAY

## MEAL PLAN AUTHORIZATION FOR PAYROLL DEDUCTION

### PAYROLL DEDUCTION INFORMATION (please use this form to request payroll deduction for your meal plan)

- You can elect to have the cost of your meal plan taken out of one paycheck, or split equally over 2, 3, or 4 paychecks.
- All meal plan deductions will begin on the February paycheck and can continue through your May paycheck (depending on number of pay periods elected). University Staff deductions are taken on each 'B' paycheck.
- Unused FAST Block Meals and Points are non-refundable while employed by UW-Green Bay.
- FAST Block Meals and/or FAST Points will be loaded to your University ID within two business days following purchase.
- *NOTE:* The O2GO reusable container program is not currently being used due to COVID.

### MEAL PLAN OPTIONS

- FAST 70 Block Plan – includes 70 meals plus 100 coffee/fountain soda swipes\* – **\$395**
- FAST 50 Block Plan – includes 50 meals plus 50 coffee/fountain soda swipes\* – **\$295**
- FAST 25 Block Plan – includes 25 meals – **\$150**

*\*Coffee and fountain soda swipes can be redeemed at all Dining retail locations on campus. The above FAST plans are only good for the 2020-2021 academic year and must be used by May 13, 2021. Chartwells is sponsoring the coffee/fountain soda swipes*

### EMPLOYEE INFORMATION

Employee Name:

Employee Type:

Empl ID:

- Faculty (Paid Monthly)
- Academic Staff (Paid Monthly)
- University Staff (Paid Biweekly)

Department:

- Number of Pay Period Deductions Elected:
- 1 Pay Period
  - 2 Pay Periods
  - 3 Pay Periods
  - 4 Pay Periods

#### Paycheck Dates

Pay Period	Faculty/Academic Staff	University Staff
February	March 1, 2021	March 11, 2021
March	April 1, 2021	April 8, 2021
April	April 30, 2021	May 6, 2021
May	June 1, 2021	June 3, 2021

*All deductions will begin on the February pay period*

### SIGNATURE

I authorize the University of Wisconsin-Green Bay to withhold the amount indicated for the purchase of staff meal plans from my payroll check(s).

Signature

Date

**Completed forms should be sent to Human Resources by February 11, 2021 for processing.**

### FOR HR USE ONLY

Date Received:

Deduction Amount:

Pay Periods:

Sent to Dining Services: