



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.
- All Faculty/Staff can visit the University Ticketing & Information Center with their University ID card to receive a complimentary O2GO token. Please visit www.uwgb.edu/union/meal-plans to learn more about the reusable container program and additional information on meal plan options available on campus.

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 2019-2020 academic year and must be used by May 14, 2020. 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	February 28, 2020	February 27, 2020
March	April 1, 2020	April 9, 2020
April	May 1, 2020	May 7, 2020
May	June 1, 2020	June 4, 2020

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 7, 2020 for processing.

FOR HR USE ONLY

Date Received:

Deduction Amount:

Pay Periods:

Sent to Dining Services: