

PAYROLL DEDUCTION AUTHORIZATION FORM- DUGAN WELLNESS GYM MEMBERSHIP

With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.



**PAYROLL
SERVICES**

PURPOSE: Faculty and staff at Texas A&M University-Corpus Christi should complete this form to authorize a payroll deduction for membership at the Dugan Wellness Center. This form may also be use to purchase a membership for an employee's spouse or senior dependent.

PROCESSING DATES: In order for deduction to occur on the upcoming check, this authorization form must be completed by the 20th of the current month. Use of facilities may begin the same day the form is completed. If the form is completed after the 20th of the month, new members will receive the remainder of the current month free.

INSTRUCTIONS: Please complete this form, sign, and provide to Cristina Rubio at cristina.rubio@tamucc.edu.

EMPLOYEE INFORMATION

EMPLOYEE NAME (Last, First Middle)	UIN
EMAIL ADDRESS	CONTACT PHONE NUMBER

I. SELECT THE TYPE OF MEMBERSHIP TO ACTIVATE OR CANCEL

Select one of the options below, acknowledge Section II, and sign.

\$43.75 Monthly Employee Membership *9-month faculty must pay summer months outside of Workday

I am a staff employee.

I am a faculty employee:

9-Month

12-Month

\$43.75 Monthly Sponsor Membership *Current employee membership is required to sponsor a family member.

Spouse/Partner Senior

Name of Spouse/ Partner:

Dependent(s)

Name of Senior Dependent(s):

Please cancel the following membership(s):

Employee Membership

Spouse/ Partner Membership

Senior Dependent Membership

II. EMPLOYEE ACKNOWLEDGMENT

☐

I understand there will be no refunds for memberships.

☐

To cancel my payroll deduction, I acknowledge that this form must be received by Rec Sports before the 20th of the month. If understand that if this form is received after the 20th of the month, I may still see another membership deduction from my paycheck.

☐

I agree to comply with the policies and procedures set forth by Rec Sports.

(1) _____
Employee Signature

_____ Date

(2) _____
Recreational Sports _____ Date

FOR ADMINISTRATIVE USE ONLY

REC SPORTS

Membership(s) activated in Fusion

Form provided to Payroll

PAYROLL

Workday entry completed

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Frequently Asked Questions

How are rates for faculty and staff determined?

The membership fee is the same rate that students pay in their fees. It is part of Texas law that non-students pay a fee that is not less than the fee that students pay.

Why is there no deadline for the Fall, Spring or Summer registration?

Faculty and staff are eligible to enroll at any time during the year.

Are affiliates or alumni eligible to enroll in the payroll deduction program?

No, all participants must be employed by Texas A&M University–Corpus Christi.

Are students eligible for the payroll deduction program?

No, the Recreational Sports fee is included in their student fees.

Can I have my account deducted for my significant other or senior dependent?

Yes, your account can be deducted for a significant other or senior dependent. You must have a current membership in order to do this.

Can my spouse/domestic partner or senior dependent participate in Group Fitness Classes?

Yes, they can participate in the Group Fitness Classes. They will need a membership to use the facility and to participate in Group Fitness Classes.

What if I no longer want to participate in the payroll deduction plan?

Please submit this form to Recreational Sports. You will not receive a refund for the current month. If the request is received after the 20th of the month, deduction from your check will end with the 2nd check from that date.

What is my universal ID number?

All employees have been issued a universal ID number to take the place of their social security number by Human Resources. Please contact HR if you do not know your number.

Can I purchase personal training or a locker through payroll deduction?

At this time, payroll deduction can only be used for membership. You must possess a membership prior to purchasing personal training sessions or a locker.