



Save for Summer Calculator

Disclaimer: This form is intended to be used by monthly paid employees for estimation purposes only. The suggested deduction calculated does not guarantee the exact deduction that Workday will apply to payroll. This is attributed to changes in salary including compensation change, other deductions, or position title. It is advised that employees currently enrolled in the Save for Summer deferral program re-visit the calculated deduction amount during September of each year to verify if updates are required. If an update is needed, please submit a new Save for Summer Authorization form.

Instructions: This form is used to estimate the deduction amount from 9 pay periods to evenly distribute net pay over 12 months. Your most recent payslip will be needed to input this information. Please utilize the net salary amount on the form. Enter your current annual work period (9, 10, 11 months). The form will then provide an estimated deduction amount for which to submit on the Save for Summer Authorization form.

Note: Bi-weekly staff must email payroll@tamucc.edu for assistance.

| | | |
|---------------------|-----------------|------------------------|
| Monthly net salary: | Term: | = Suggested deduction: |
| New net salary: | New summer net: | |

Submit Save for Summer Authorization Form to:
Payroll
payroll@tamucc.edu
**This form requires a wet-signature or certified signature.*

Questions:
payroll@tamucc.edu
361.825.3231