TO: Minnesota West Employees

RE: Payroll Access/Parking Deduction

Minnesota West employees may have their access/parking fee deducted automatically from their payroll check. For all, except adjunct and term to term faculty, the annual amount is deducted the first paycheck in October. Adjunct and term to term faculty will be deducted the first paycheck in October and the first paycheck in February as applicable. Adjunct and term to term faculty will be given an option to use payroll deduction each semester as appropriate.

Please fill out the authorization form below and return it to Mary Melby at the Canby Campus by Friday September 3rd.

If you have any regarding the access/parking fee or the form, please call Mary Melby at 507-223-1323, or email Mary.Melby@mnwest.edu

** This form only needs to be completed once. It will remain in effect unless employment status changes or is withdrawn by the employee. **