Payroll Deduction for Student Fees Instructions

Graduate students on assistantships have the option to enroll for payroll deduction to pay their student fees. Please note this option is not available to students on Fellowships as they are not paid through the Payroll system. This is not a pre-tax deduction. Payments will be deducted from the student’s stipend starting with the February 5th paycheck over six pay periods. If the appointment is terminated, any outstanding fees balance must be paid in full.

The following is an illustration of per pay period deduction for a typical GA contract for Spring 2021:

<table>
<thead>
<tr>
<th>GA Contract</th>
<th>1/1/2021 - 5/15/2021</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Fees</th>
<th># of Pay Periods</th>
<th>Deduction Per Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Fees</td>
<td>$1,288.80</td>
<td>$214.8</td>
</tr>
<tr>
<td>Engineering Fees</td>
<td>$750.00</td>
<td>$125.0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$2,038.80</td>
<td>$339.8</td>
</tr>
</tbody>
</table>

Please see below instructions to enroll in payroll deduction of fees:

1. Log into MyPack portal and select the Student Accounts tile from the Student Homepage:
2. On the Student Accounts tile, select Authorize Payroll Deduction:
(Please contact your department if you do not see the payroll deduction link)

3. Select the Spring 2021 term (Fall 2020 term may be there as View only):
4. Once the term is selected, the following screen will be displayed: The default option on this screen is for all fees to be included, and unchangeable. Only College of Engineering students will have the COE program enhancement fee displayed. Deductions will be made for full time fees only (FEES, ED&TECH FEE, CAMPUS SECURITY FEE and COE FEE if applicable). No other charges can be paid through the payroll deduction option. See go.ncsu.edu/payoptions for other payment options.

5. Once you click the green Submit button, the following screen will be displayed indicating the successful enrollment in the payroll deduction option:

The student cannot make any changes to the deduction once enrolled. You should also receive a confirmation email:

We have received authorization to deduct payment for your spring 2021 student fees from your paycheck. Deductions will be made beginning with your February 5 paycheck and will continue for 6 consecutive paychecks. You will continue to receive billing statements until your account is paid in full.
Deductions will be made for full time fees only (FEES, ED&TECH FEE, CAMPUS SECURITY FEE and COE FEE if applicable). No other charges can be paid with payroll deduction. See go.ncsu.edu/payoptions for other payment options.

If you are receiving loans, grants or scholarships, please let us know so that we can be sure you receive the correct refund of excess funds.

Paying your fees will not stop this deduction, you must email studentaccounts@ncsu.edu to stop your deduction.

If you are on a fellowship, you should not use this method to pay your fees. See go.ncsu.edu/payoptions for other payment options.

If you have any questions about your deduction, or need to cancel this deduction, please email studentaccounts@ncsu.edu.

- You will continue to receive billing statements until your account is paid in full.
- If you are receiving loans, grants or scholarships, please let us know so that we can be sure you receive the correct refund of excess funds.
- Students must have an active assistantship in NextGen and the GSSP service indicator must be added before they can enroll in the payroll deduction option.
- **Queries** - **UCO_PAYROLL_DEDUCTION_STU** (pulls students enrolled in the payroll deduction option; prompts for student ID and term) **Path**: SIS>Reporting Tools>Query>Query Manager
- Paying your fees will not stop this deduction, you must email studentaccounts@ncsu.edu to stop your deduction.
- If you are on a fellowship, you should not use this method to pay your fees. See go.ncsu.edu/payoptions for other payment options.
- If you have any questions about your deduction, or do not want this deduction, please email studentaccounts@ncsu.edu. Please do not contact the Payroll Office for questions related to payroll deduction of fees.