

## *Electronic Submission of Deduction Forms*

**Purpose:** *Establish standards by which internal UA departments may submit deduction forms to the MAU HR office through electronic means.*

**Target Audience:** *MAU HR Office*

Beginning October 2009, the MAU HR offices will accept scanned copies of deduction forms that are sent by internal department offices. Departments include MAU parking services, residence life, student recreation center, athletics, Foundation, rural sites, MAU HR offices, and other departments that have specific agreements with the MAU HR office. Scanned forms will not be accepted by individual employees or other departments. The following procedure must be followed in order for forms to be accepted:

1. Forms must be completed with blue or black ink.
2. Forms must be legible and contain the employee's signature.
3. Forms must be scanned copies of the original form.
4. Scanned forms must be sent to the appropriate MAU HR Office department email:
  - a. UAA: [aypayroll@uaa.alaska.edu](mailto:aypayroll@uaa.alaska.edu)
  - b. UAF: [fyperson@uaf.edu](mailto:fyperson@uaf.edu)
  - c. UAS: [personnel@uas.alaska.edu](mailto:personnel@uas.alaska.edu)
  - d. SW: [syjobs@alaska.edu](mailto:syjobs@alaska.edu)
  - e. GI: [hr@gi.alaska.edu](mailto:hr@gi.alaska.edu)
5. Departments must batch scanned forms. The number of forms sent must be included in the email. Documents must be sent using the required security method. See *Security Requirements for Email Transmission of HR Data* procedure.
6. Original forms must be kept by the submitting department for a period of 3 calendar years. These forms must be accessible by the department in order to respond to audit requests.

HR offices will send a confirmation to the submitting department that the appropriate number of forms has been received. The confirmation must indicate that the forms are received, not that the information on the form is correct. Once the forms are received, they will be printed and processed using the existing MAU procedures.