

Perpetual Payroll Deduction (PPD) 2017-2018

What is Perpetual Payroll Deduction?

- Perpetual Payroll Deduction (PPD) is a reoccurring monthly payment option available to Faculty/Staff and their Spouse/Domestic Partners. Payments for Faculty/Staff and/or Spouse/Domestic Partner services are deducted from Faculty/Staff paychecks. UW Hospital Staff are not eligible for Perpetual Payroll Deduction.
- Items that can be purchased using PPD (all items listed will be sold in 12-month terms, beginning on date of enrollment and ending 12 months after enrollment date):
 - Membership
 - Group Fitness Pass
 - Intramural Sports Pass (Faculty/Staff only; Spouse/Domestic Partners are not eligible)
 - Locker at Nat, Shell and/or Nielsen Tennis Stadium
 - SERF Lockers are not available through PPD
- All items purchased via PPD will be automatically renewed until a cancellation form has been submitted by the member. A receipt including the cost to be deducted over the following 12 months will be emailed to the address on the member's profile each year prior to the current membership and/or service expiration date(s).

When and where can I enroll for Perpetual Payroll Deduction?

- Enrollment is available any time Rec Sports facilities are open.
- To enroll, visit any Member Services office located at the SERF, Natatorium, Camp Randall Sports Center, or Nielsen Tennis Stadium.
- To enroll for locker service, please visit the Member Services office in the facility where the locker is located.
- Faculty/Staff should bring Wiscard and will need to provide employee ID number and number of paychecks over 12 months to enroll self and/or Spouse/Domestic Partner (see below for more details).
- Online and over the phone enrollment is not available.

Spouse/Domestic Partner Requirements:

- Faculty/Staff members must accompany their Spouse/Domestic Partner to enroll Spouse/Domestic Partner in PPD.
- Spouse/Domestic Partner of Faculty/Staff will need photo ID with birth date and proof of relationship documentation to enroll. Check the Rec Sports [website](#) under the "Spouse & Domestic Partner" tab for acceptable documentation.

What are the deduction amounts?

- The deduction amounts depend on the number of paychecks Faculty/Staff receive from UW-Madison. See tables below based on number of paychecks Faculty/Staff member receives over 12 months for specific information.
- Should a missed deduction occur, members are responsible for all missed payments via future payroll deductions. If two paychecks occur with missed deductions, membership, pass(es), and/or locker(s) will be cancelled immediately and missing payments will be required via cash, check, or credit card. Member will be notified via email if a deduction is missed.
- If 9-month employee enrolls during non-paycheck months and leaves the University or cancels services prior to deductions occurring, missing payments for lapsed membership & services will be required via cash, check, or credit card.
- Rates are subject to change every July 1st and will go into effect immediately. All members will be emailed with at least 30 days' notice if rates change.

12 Paychecks:

Amount per Deduction for Membership Only (\$233)*	Number of Deductions
\$19.42	12

26 Paychecks (Biweekly)

*24 deductions will occur; no deductions will occur on the C paychecks

Amount per Deduction for Membership Only (\$233)*	Number of Deductions
\$9.71	24

9 Paychecks:

Amount per Deduction for Membership Only (\$233)*	Number of Deductions
\$25.89	9

***Deduction amount in tables reflect Membership Only deductions; amount deducted per month will be higher if additional services are added.**

When do these deductions begin?

- The deduction timeline is based on the UW Pay Schedule and differs slightly depending on appointment type. Deductions will begin on the first paycheck available within the processing time for UW HRS. Membership and PPD services will begin immediately upon enrollment regardless of when first deduction occurs.

Is my membership and/or other PPD services renewed for me every year? And if so, when is it renewed and is there anything I need to do?

- Perpetual Payroll Deduction memberships and services will be auto-renewed each year prior to the current membership and/or service expiration date(s) until an online Perpetual Payroll Deduction Cancellation Request has been submitted.
- Once enrolled in PPD, you do not need to do anything! We will take care of making sure your membership, pass(es) and/or locker(s) continue until you decide to cancel.

How do I cancel my Perpetual Payroll Deduction?

- Before cancelling, members must complete one full billing cycle (or first 12-months payment of all enrolled services).
- After one cycle has been complete, members can cancel at any time.
- Cancellations will cancel future deductions; no refunds of previously collected payments will be provided.
- To cancel, complete a Perpetual Payroll Deduction Cancellation Request found here: <https://uwrecsports.wufoo.com/forms/z11czp6b1y884i7/>
- Once the cancellation has been processed, member will receive a confirmation email with end date of membership and/or PPD services. This email & final cancellation of services may take up to 3 weeks based on when HRS processes payroll each month.

Who do I contact with questions regarding my payroll deduction Rec Sports services?

- Members can contact our Member Services team at memberships@recsports.wisc.edu.