



## Perpetual Payroll Deduction (PPD) 2016-2017

### What is Perpetual Payroll Deduction?

- Perpetual Payroll Deduction (PPD) is a reoccurring monthly payment option available to Faculty/Staff and their Spouse/Domestic Partners. It is deducted monthly from Faculty/Staff paychecks.
  - Please click [here](#) for the proof of relationship documentation required to purchase a Spouse/Domestic Partner Membership.
- Items that can be purchased using PPD (all items listed will be sold in 12-month terms, beginning the date of purchase and ending 12 months after purchase date):
  - Membership
  - Group Fitness Membership
  - Locker at NAT, Camp Randall Sports Center and/or Nielsen Tennis Stadium
    - SERF Lockers are not available through PPD
- All items purchased via PPD will be automatically renewed each July/August until a cancellation form has been submitted.

### When and where can I sign-up for Perpetual Payroll Deduction?

- The enrollment period runs from July 1 – November 30.
- To sign-up, visit any Member Services office located at the SERF, Natatorium, Camp Randall Sports Center, or Nielsen Tennis Stadium.
- If signing up for a locker, you will need to be at the facility where the locker is located.

### What are the deduction amounts?

Date Enrolled in PPD	1 <sup>st</sup> Paycheck Deduction	Amount per Deduction for <b>Membership Only (\$228)*</b>	Number of Deductions
July 1-September 5	September	\$25.34/month	9
September 6-October 10	October	\$28.50/month	8
October 11-November 13	November	\$32.58/month	7
November 14–November 30	December	\$38.00/month	6

\*Deduction amount will be higher if other services are also purchased (i.e. group fitness membership and/or locker).

\*\*All deductions end in May; memberships and lockers run through August and then will automatically be renewed.



**Is my membership(s) and/or locker 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 every August until a 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(s) and/or locker(s) continue until you decide to cancel.

**Anything else I need to know?**

- Should a missed deduction occur, members are responsible for all missed payments via future payroll deductions. Patrons will be notified via email if a deduction is missed.
- Rates are subject to change every July 1<sup>st</sup> and will go into effect every August 1<sup>st</sup>. All members enrolled in Perpetual Payroll Deduction will be emailed these new rates each year.

**How do I cancel my Perpetual Payroll Deduction?**

- Before cancelling, members must complete one full billing cycle (cycles end every May).
- After one cycle has been complete, members can cancel at any time.
- To cancel, follow these steps:
  - Review the chart below to determine your desired cancellation date.
  - Complete a Perpetual Payroll Deduction Cancellation Request found here: <https://uwrecsports.wufoo.com/forms/z11czp6b1y884i7/>
- Once the deductions have been cancelled, you will receive a confirmation email.

Desired <b>Final</b> Deduction Month	Cancellation Deadline	Date Services will Expire
May 2016	July 20	August 24
September 2016	October 10	October 14
October 2016	November 11	November 15
November 2016	December 5	December 9
December 2016	January 9	January 13
January 2017	February 6	February 10
February 2017	March 6	March 10
March 2017	April 10	April 14
April 2017	May 12	May 16
May 2017	July 31	August 24*

Deadlines are based on campus payroll and will be updated here if any changes occur.

\*August 24<sup>th</sup> is the services expiration date for final deduction month of May unless current membership expiration date is prior to August 24<sup>th</sup>. In this case, expiration date would be end of current membership.