

Mashouf Wellness Center Payroll Deduction Program

1. SF State employees who are paid under the Uniform State Payroll System are eligible to authorize deductions to be withheld from their paychecks; However, employees on emergency-type appointments and employees with the California State University campuses in the following classifications will **NOT** have deductions withheld from their pay and are not eligible for payroll deduction at the Mashouf Wellness Center:
 - Graduate Assistant
 - Instructional Faculty, Extra Quarter Assignment
 - Instructional Faculty, Executive Committee, Academic Senate
 - Instructional Faculty, Chairman, Academic Senate
 - Student Assistant
 - Student Assistant Trainee
 - Youth Summer Aid
2. Only the normal monthly deduction can be collected through payroll deduction. A Onetime pro-rated fee will be charged and collected on the day of signup and following months will be charged at the monthly membership fee out of member's paycheck. This will be indicated on paystub listed as SFSU-RECCTR
3. It is the responsibility of the employee to assure that his/her/they monthly net income is sufficient to allow for the deduction. If an employee's monthly net income is insufficient to withhold the deduction, SCO will not withhold the deduction. If this occurs, it is the employee's responsibility to make the payment to the Mashouf Wellness Center or membership will be terminated.
4. SF State Faculty and Staff can cancel from the Payroll deduction at any time; However, one last payment will be taken out of payroll deduction and membership will be terminated the last day of the following month. In order to cancel payroll deduction a CD88 form will need to be filled out at the Front Desk of the Mashouf Wellness Center and be sent to SCO.
5. A member can write to SCO requesting their deduction be cancelled; However, they will need to contact the Campus Recreation at MWC@sfsu.edu to cancel their membership. If member cancels payroll deduction without notifying Campus Recreation in writing, they will owe monies that were not collect from SCO.
6. Deductions will not occur while an employee is on non-pay or inactive pay status. e.g.,:
 - academic vacation
 - intermittent employee who does not work
 - leave of absence without pay
 - maternity leave
 - military leave
 - punitive suspension

Deductions for employees on inactive pay status will be retained in the employee's record unless a Form CD88 is received to cancel. The deduction and membership to Mashouf Wellness Center will be Paused. Upon return of the employee to active pay status the deduction will automatically apply and membership will be reactivated.

7. Deductions/membership will be terminated for employees who permanently separate from state service. A permanent separation is:
 - absence without approved leave
 - death
 - disability retirement
 - dismissal
 - layoff
 - resignation
 - service retirement

8. SF State Faculty and Staff who decide to cancel from Payroll deduction (unless previously state otherwise) will not be able to rejoin on payroll deduction until six (6) months have passed from cancelation date; However, members will be able to purchase a membership on a semester/annual bases if desired.

9. The Mashouf Wellness Center will provide CD88 forms and completed forms will be mailed to SCO by Campus Recreation within one (1) business day. All completed forms will be kept in a locked secure storage until mailed out. Members have the option to keep CD88 form, but will need to schedule a time for form to be signed. Email MWC@sfsu.edu to schedule an appointment.

Address:

State Controller's Office
Personnel/Payroll Services Division
Attention: Miscellaneous Deductions Unit
P.O. Box 942850
Sacramento, CA 94250-5878

I _____, acknowledge that I have read and understood the terms and conditions
(Print First and Last Name)

that have been listed above. Terms and conditions are subject to change and an updated version will be posted on our website at campusrec.sfsu.edu/memberships

(signature)

(date)

