



# POLICIES & PROCEDURES

NUMBER PP317

SECTION: Human Resources	SUBJECT: Payroll Deduction Authorization
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**P & P No.:** 317

**Section:** Human Resources

**Subject:** Payroll Deduction Authorization

**Approved By:** Harvey L. Massey

**Effective Date:** September 10, 1990

**Last Reviewed Date:**

**Policy Owner:**

The Payroll Deduction Authorization is the signed acknowledgement and authorization of the employee, to allow Massey to make payroll deductions for uniforms, Company property and equipment.

The PAYROLL DEDUCTION AUTHORIZATION should be signed by the following Massey personnel:

1. General Managers
2. Service Managers
3. Sales Personnel
4. Service Personnel

APPROVED BY: Harvey L. Massey	EFFECTIVE DATE: September 10, 1990	Page 1 of 1
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