**TotalTECH Payroll Deduction Guidelines and Regulations**

**Eligibility**
- Must be a full time (FTE) WMU employee and have been in that position at the University for at least six months.
- If you are a term employee (Contract or Grant) you must have six months left on your term.
- Must have a valid WMU Bronco Card®, WIN number and employee ID number.

**Instructions:** Your WIN number can be found on the back of your WMU Bronco Card® and your employee ID number can be found in the Go WMU portal under Employee Self Service, at the top of the Personal Information Summary page or on a pay stub.

**What Items Qualify for Payroll Deduction**
- Eligible items include:
  - Computers (special orders excluded)
  - iPads
  - Monitors
  - Printers
  - Tablets
- Any single item (or combinations of the above items) of $500 or more can be paid with payroll deduction.
- Other qualified items may be added to the initial $500 purchase at the time of the transaction regardless of cost up to a maximum of $1,500.
- Items must be from TotalTECH, located in Buster’s in the Bernhard Center.
- Non-eligible items are: sales items, service fees, labor charges, or parts for computer repair.

**General Limits**
- A maximum balance of $1,500 can be charged through payroll deduction.
- A maximum of two concurrent payroll deductions can occur at any one time as long as the combined amounts do not exceed $1,500.

**General Terms**
- Payroll deduction can be spread between either 12 or 24 pay periods.
  - Purchases of $500 - $899 paid back over 12 pay periods or less.
  - Purchases of $900 - $1,500 paid back over 24 pay periods or less.
- All new payroll deductions that are processed will incur a $35 set-up fee to be paid at the time of purchase.
- A down payment of at least 10% of the total purchase price of the item(s) must be paid at the time of the transaction.
- An employee must sign a TotalTECH Payroll Deduction Purchase form from the WMU Bookstore shops to use this service.
- An employee using the payroll deduction can make additional payments or pay off the balance of their account at Auxiliary Enterprises, located on the 4th floor of Moore Hall, if desired. Additional payments can only be made by increasing the amount taken out of your pay check or paid by checks or credit cards.
- Only the employee whose name is on the TotalTECH Payroll Deduction Purchase form can make the purchase.
- Western Michigan University reserves the right to withhold any remaining balance owed from the employee’s last paychecks if employment is terminated or if the employee leaves the University before the balance is paid off.
- For return policy see wmubookstore.com.

**Examples of payroll deduction:**
*These are not actual product prices.*

**Apple iPad Air** per pay period (12 pp)
- Price: $500
- Tax: $30
- Total with tax: $530
- Min. 10% down payment at time of purchase: $53
- Non-refundable set up fee: + $35
- Total payroll deduction: $512

**12 pay periods**.......................... $42.67

**MacBook Pro 13”**
- Price: $1,300
- Tax: $78
- Total with tax: $1,378
- Min. 10% down payment at time of purchase: $137.80
- Non-refundable set up fee: + $35
- Total payroll deduction: $1,275.20

**24 pay periods**.......................... $53.13