



THE UNIVERSITY OF TEXAS AT EL PASO

Property Return & Payroll Deduction Authorization For Unpaid Financial Obligations

Upon leaving my employment with The University of Texas at El Paso (“University”) for any reason, I understand that I must return any and all University property prior to my departure, including but not limited to: keys; ID; parking permit; uniforms; office supplies; assigned tools, laptops or other electronic devices; and any paper files or electronically stored data associated with my employment. I further understand and agree to pay the cost to repair any damaged University property (except for normal wear and tear), and the replacement cost for any University property lost or not timely returned.

Some employees may accumulate financial obligations to the University during the course of their employment. Examples of such obligations include but are not limited to: parking citations or fees, health and recreational fees, personal long-distance call fees, personal postage fees, fees arising from personal internet access or purchases, library fines, costs related to debt recovery, or any other outstanding debts, fees or obligations.

I, _____, do hereby authorize the Payroll Office at The University of Texas at El Paso to take a deduction from my paycheck(s) to resolve and account for any outstanding debt or obligation owed to University at the end of my employment with University.

I further understand and agree that the Payroll Office will automatically take a deduction for any outstanding debts or obligations on the next available payroll and/or other payroll, as may be necessary to recover the outstanding balance owed.

Employee Name (print): _____ UTEP EID or SSN: _____

Employee Signature: _____ Date: _____

With few exceptions, you are entitled on your request to be informed about the information UTEP collects about you. Under Sec 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have UTEP correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the UT System Business Procedures Memo 32. The information that UTEP collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq., Texas Government Code) and rules. Different types of information are kept for different periods of time.