



BUTTE COLLEGE

DEPARTMENT OF JUSTICE PAYROLL DEDUCTION FORM

TO BE COMPLETED BY EMPLOYEE

I agree, as a condition of employment to authorize the District to deduct from my first paycheck, the **\$32.00 fee** charged by the Department of Justice (DOJ) for the criminal background check.

Print Name: _____

Social Security #: _____

Signature: _____

Date: _____

TO BE COMPLETED BY HUMAN RESOURCES

Employee Name: _____ Colleague ID: _____

Pay Cycle: **CR** *Classified Regular*
Classified Management Regular

FR *Faculty Regular*
Academic Management Regular

CN *Classified Non-Regular*
Student Employees

FN *Faculty Non-Regular*

Human Resources

Date Processed

TO BE COMPLETED BY PAYROLL

BEND: A095

GL: 03-000-000-0-000000-29592

Deduction Date: _____

Processed By: _____

Process Date: _____