

 Payroll Deduction FAQ's

## PAYROLL DEDUCTION FAQ'S

### **What number do I enter in Lawson to request a payroll deduction on my medical bill?**

Enter the Medical Record Number that is located on page 1 of your statement.

### **Do I need a separate payroll deduction for each entity (CFH, CPG, HRHC)?**

No, only one payroll deduction is required.

### **Do I need to request a separate payroll deduction for each statement I receive?**

No. Each pay period your payroll deduction will be applied to the balance on your most recent statement.

### **Can I request payroll deductions on my spouse or adult child's statement?**

Yes. A separate payroll deduction request is required for each guarantor's statement.

### **What amount do I enter in the pay period amount?**

The minimum pay period amount required is 5% of the total balance due on your most recent statement. Example: If the total balance due on your most recent statement is \$500.00, your pay period amount should be \$25.00.

### **What if I can't pay the minimum pay period amount required?**

Please contact Self Pay Receivables Management at 326-8322, Sheri Sage at 326-8340 or Irma Shipman at 326-8341.

### **What is the difference between the Initial Deduction Balance and the Current Deduction Balance?**

The Initial Deduction Balance is the total amount that will be deducted from your paycheck.

The Current Deduction Balance is the balance left remaining to be deducted.

### **Why is the Current Deduction Balance different than the balance on my last statement?**

If new balances are added to your statement after your payroll deduction was approved, those balances are not automatically added into Lawson. It is the responsibility of the employee to manage their payroll deductions in Lawson.

### **How do I update the balance in Lawson to match the balance on my most recent statement?**

1. Click the EDIT hyperlink
2. Re-enter a sufficient pay period amount
3. Click Submit Changes for Approval

A new payroll deduction request will be submitted and reviewed for approval.

### **Will I be notified when my payroll deduction request is approved?**

Yes. An email will be sent from [Lawson@Carle.com](mailto:Lawson@Carle.com) notifying you that your medical bill payroll deduction request was approved.

### **Will I be notified when my Current Deduction balance reaches zero?**

Yes. An email will be sent from [Lawson.Notification@carle.com](mailto:Lawson.Notification@carle.com) notifying you that your medical bill payroll deduction has reached a zero balance and has been closed.