

Moran Eye Center Eyewear Payroll Deduction Program for University of Utah Employees Guidelines and Frequently Asked Questions

Note: For locations for the Moran Eye Center and our Community Optical Clinics, please see: <http://uuhsc.utah.edu/MoranEyeCenter/patientcare/clinics.html>

Guidelines for the Moran Eye Center Payroll Deduction Program:

1. Payroll deduction is currently available for product purchases only; it cannot be used for exams, procedures and other services.
2. Payroll deduction may be used for family members. Employee must be present to sign the Payroll Deduction Election and Authorization Form.
3. After you purchase a product on this program, your payroll deduction will begin in the next available payroll period.
4. You may have multiple vision care deductions at one time (i.e. eyeglasses, contact lenses).
5. This program is independent from the University's pre-tax Flexible Spending Account; however, it can also be used in conjunction with the FSA program.
6. Payroll Deduction Credit Limit: \$1,000.
7. Purchase Amount/Pay Periods: Purchases from \$50-\$100 can be taken out in up to 3 pay periods; from \$101-\$500, up to 6 pay periods; from \$501-\$1,000, up to 8 pay periods.
8. Authorized product returns will be refunded in your check during the next payroll cycle.

FREQUENTLY ASKED QUESTIONS

1. **Can I purchase eyewear for my significant other through payroll deduction?** Yes, the program is available to employees and their dependants, but the employee is agreeing to be financially responsible for paying for the bill.
2. **What if I don't have my ID card with me?** We can hold your order until you can return with your ID card. We cannot process an order without a copy of your ID card.
3. **Can a spouse or child purchase eyewear through payroll deduction without me being present?** No. They may choose the eyewear, but we cannot process the order until you bring in your ID card and sign the Payroll Deduction Election and Authorization Form.
4. **Can I purchase more than one pair of glasses at a time?** Yes, but you cannot exceed the established credit limits, without manager authorization. You may also purchase contact lenses and eyeglasses at the same time, within the established credit limits.
5. **What if I want to spend more than the established credit limits and the person I'm working with can't contact the Moran Optical or Accounting manager?** We will request approval for your order and call you once we have heard back on the request.
6. **What if I leave the University and still owe money?** The amount due will be deducted from your final paycheck. If the amount owed is not satisfied/paid through payroll, your account in IDX will be

transferred to Self Pay, and you will have 30 days to remit payment before it is sent to collections, through the normal billing process.

- 7. Can I, or my family member pay for our contact lens services and contact lenses all together through payroll deduction?** No, only products are eligible for purchase through payroll deduction. You can pay for the contact lenses through payroll deductions, but the services will need to be paid at the time of service.
- 8. Can I pay a deposit on their order, and pay the balance through payroll deduction?** Yes. On the forms, we will list the amount paid, and then list, “balance of \$XX to be paid through payroll deduction”.
- 9. What will I see on my paycheck?** You will see a deduction code and an abbreviated description such as: EYE01C Moran Cl.
- 10. How can I receive my contact lens rebates, if I don’t have a receipt showing I have paid?** Your receipt will state, ‘Paid via Payroll Deduction’, on the amount paid line. This should satisfy the requirements for the rebate receipt.
- 11. Can I extend the number of pay periods that I pay for my eyewear?** No. We need to stay within the established guidelines of 3, 6 or 8 deduction periods.
- 12. When will the first payroll deduction happen?** It will depend on the timing of when the order is placed within the pay period, and when the paperwork is received by Moran Accounting. Generally, the deduction will be on the next paycheck. However, if it is near the end of a pay period, it will likely be on the following paycheck.