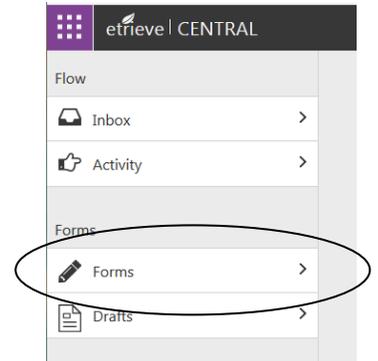


# Instructions for Payroll Deductions Auburn City Schools

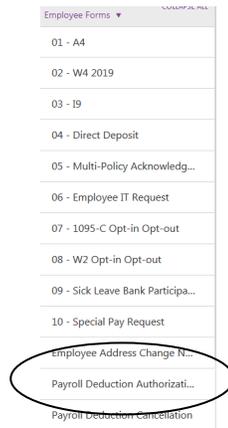
1. On the main district webpage, click on the For Staff dropdown and select Etrieve.



2. Use your network username and password to login. Select Forms.



3. Select Payroll Deduction Authorization.



4. Your personal information will autofill. In the Provide and Provider Type fields, type in the deduction type you would like (e.g. FACES, Cafeteria, After School Care).

Please let this serve as authorization to begin coverage and/or payroll deduction for the following:

Provider

Policy Type

Deduction \$  per month

Payroll Effective Date

Policy Effective Date

Requested Date

The 'Provider' and 'Policy Type' input fields are circled in black.

5. Click Submit.

