

Payroll Deduction Café Payments Program

Frequently Asked Questions



MHS is proud to offer cafeteria payments using your ID badge. If you have a question you don't see below, contact Human Resources at 402-354-2200.

How do I sign up?

In order to participate in the program employees must complete the payroll deduction authorization form. The form is on the intranet and can be found via this link: <https://mhsintranet.nmhs.org/Main/nmhs-id-badge-payroll-deduction-authorization-form.aspx>. Once this form is completed please allow 2 business days for the badge to be activated for use.

How does this work?

Employees simply use their MHS badge at the Café register when it is time to pay – employees can only use their own personal badge for purchasing. The cashier processes the payment similar to a credit card but instead the amount will be deducted from your next paycheck. It's fast and easy to use and better yet it saves the organization credit card fees which help keep our costs down.

Where does this work?

This feature will be available at Methodist Jennie Edmundson, Methodist Hospital, Methodist Women's Hospital and the 825 Building. It does not apply at vending areas, Chow Now or Scooters. Methodist Fremont Health employees are using an existing badge pay system at this location, though employees are eligible and welcome to enroll in both.

How will the charges appear on my pay stub?

In Employee Self Service>Pay>Pay Checks, select the payment and reference Aftertax Deductions. The deduction description is based on the cafeteria charges as follows:

- Methodist Hospital Cafeteria: Cafeteria MH
- Methodist Women's Hospital Cafeteria: Cafeteria WH
- Methodist Jennie Edmundson Cafeteria: Cafeteria MJE
- Methodist Corporate 825 Building Cafeteria: Cafeteria Corp
- Methodist Fremont Cafeteria: Cafeteria MFH

Is there a limit to how much I can spend through payroll deduction?

In order to protect employees, limits have been created for use that impact both daily and per pay period amounts:

- Full time employees paid bi-weekly \$25 in a single day or \$250 per pay period
- Full time employees paid monthly \$25 in single day or \$500 per pay period
- Casual employees: \$25 in a single day or per pay period \$175

What if my check isn't enough to cover the amount owed?

In the event of insufficient pay to cover your balance for the period, the outstanding balance amount will go into arrears to collect payment on the next paycheck up to three subsequent paychecks. If the balance amount is not paid in full following these attempts or from final pay in the event of termination, the employee will be required to cover the balance by cash or check.

Does this work on vending machines or the self-serve pantry?

No this is just for café cash register payments.

What if I want to stop using the program?

Following the initial program enrollment period, the payroll deduction form will be updated to allow for inactivation or you can request inactivation directly with Food and Nutrition at NMHCafeDeduct@nmhs.org

What if I lose my badge?

If your badge is misplaced or broken you need to notify Human Resources for a replacement badge by completing the badge-replacement form on the mhsintranet. Link: <https://mhsintranet/Main/Badge-Replacement.aspx?format=4>. You will also want to contact Food and Nutrition at NMHCafeDeduct@nmhs.org to place a hold on your account. When your badge is replaced or found, contact Food and Nutrition to reactivate your badge. Please note: It may take 24 hours for the system to be updated with your new badge number.

What if I think there are charges on my account that are wrong?

First, reference a calendar. Charges (cafeteria deductions) are applied to the Friday paycheck based on the pay period which includes the prior two week period Sunday through Saturday. Charges made during the pay week (week of Friday payday) will be assessed the next paycheck. Thus review the charges based on the applicable pay period. In addition, charges could also be from deduction arrears (prior charges that could not be deducted because net pay was not available at the time of deduction.) If following this review, you still believe charges are in error, contact Food and Nutrition at NMHCafeDeduct@nmhs.org for a summary of charges and review. As outlined on the payroll authorization form, you have three weeks from the time of the deduction to dispute any charges and are responsible to produce receipts to support and assist with disputed charges. In addition, you are the only person who should use your ID card for changes.

What if my badge is not working at the cafeteria?

If you received a new badge due to a job change or replacement, it may take up to 24 hours for the system to update your badge ID number. In the event you did not recently receive an updated badge, Food and Nutrition can research the issue in their system. If your badge is still not working, you may require a replacement.

What happens if I leave employment at MHS?

Based on your signed payroll authorization form, any balance remaining due on your account will be deducted from final paychecks including PTO Termination Sellback.