1. As per the Kansas Wage Payment Act (KWPA), K.S.A. 44-319 et al, this document serves as notice to the employee that the College may deduct, withhold, or divert any portion of the employee’s wages for the following purposes during employment with a signed agreement between the employer and employee:
2. As repayment of a loan or advance the college made to the employee during the course of and within the scope of employment;
3. To recover a payroll overpayment; and
4. To compensate the college for the replacement cost or unpaid balance of the cost of the college’s merchandise or uniforms purchased by the employee.
5. After separation from employment, the college may deduct, withhold, or divert any portion of the employee’s final wages for the following purposes:
6. To recover the college’s property provided to the employee in the course of its business, including, but not limited to, tools of the trade or profession, personal safety equipment, computers, electronic devices, mobile phones, proprietary information such as client or customer lists and intellectual property, security information, and keys or access cards until the employee returns the property to the college. Upon return of the property, the college must pay wages being withheld;
7. As repayment of a loan or advance the employer made to the employee during the course of and within the scope of employment;
8. To recover a payroll overpayment; and
9. To compensate the college for replacement cost or unpaid balance of the cost of its merchandise, uniforms, property, equipment, tools of the trade, or other materials intentionally purchased by the employee.

The college will provide written explanation to the employee for such deductions.

By signing, I am acknowledging that a copy of this notice was personally received and understand that upon separation any unreturned college property may be deducted from my final wages until property is returned.

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Signature of Employee Date

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Print Name