

The Uniform Stores **Payroll Deduction** feature allows organizations to offer their employees the option for out-of-pocket uniform purchase costs to be deducted from their paycheck as an alternative to using their personal credit card. When payroll deduction is enabled in Uniform Stores, approved employees can select credit card or payroll deduct at checkout.

Uniform Stores provides payroll staff automated reporting, aligned with their organization's payroll cycle, for easy management of deductions.

## How the Feature Works

- Access is enabled at the organization level with additional granular controls:
  - New hire waiting period: control when new employees can begin using payroll deduction
  - Ability to disable/enable at the individual employee level
- Configuration:
  - Transaction maximum: set the maximum amount allowed per order
  - Rolling time period maximum: set the maximum amount allowed over a set period of time (e.g. \$350 maximum within a 60 day period)
- Reporting
  - Automated email report for payroll administrators to receive all the details for making deductions to employee pay (pdf and Excel formats included)
  - Report cadence set to align with your payroll cycle
  - Email automation to deliver the report (unlimited recipients) on the scheduled frequency



**Uniform Stores**

Payroll Deduct Report - ABC Dog Care - 2026-01-19 to 2026-01-25

To: elsbeth.morita+payroll@uniformstores.com

Payroll Deduct Report - ABC Dog Care - 2026-01-19 to 2026-01-25  
 Report Cadence: weekly  
 Report Cadence Start: 2026-01-19  
 This Report Period: 2026-01-19 -> 2026-01-25  
 Organization: ABC Dog Care

Organization	First Name	Last Name	Email	Employee ID	Location	Department	Custom 1	Custom 2	Order Number	Transaction Number	Transaction Type	Transaction Date	Payroll Deduct Amount
ABC Dog Care	Fran	Pug	elsbeth.morita+pug@uniformstores.com	333	Boulder	Front Desk	003-B	None	AB1-1559	AB1-1559	Sale	2026-01-23	38.18
ABC Dog Care	Max	Labrador	elsbeth.morita+max@uniformstores.com	124	Littleton	Techs	001-L	None	AB1-1558	AB1-1558	Sale	2026-01-23	51.74
ABC Dog Care	Monty	Goldendoodle	elsbeth.morita+monty@uniformstores.com	100	Boulder	Vets	002-B	None	AB1-1557	AB1-1557	Sale	2026-01-23	38.6
ABC Dog Care	Stan	Chihuahua	elsbeth.morita+stan@uniformstores.com	421	Littleton	Front Desk	003-L	None	AB1-1556	AB1-1556	Sale	2026-01-23	104.18



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