

## **Payroll Deductions**

<b>Summary</b>
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The law requires that certain amounts be withheld from an employee's pay including federal income tax, Pennsylvania state income tax, Pennsylvania unemployment tax, Social Security, local income tax and local services tax. If an eligible employee elects, they may authorize additional deductions or reductions from pay to be placed into TIAA or Fidelity retirement accounts, or to pay for medical, dental or vision insurance, accidental death and dismemberment insurance, United Way, contributions to the college and/or other miscellaneous items. (See Flexcomp.) An employee must authorize these additional payroll deductions in writing to Human Resource Services or make the changes using Banner Self-Service via the GATEWAY. Some reductions and changes in an employee's personal life (such as the birth or adoption of a child, marriage or divorce, or death of a dependent) may affect any of the required or voluntary deductions or reductions mentioned here.

Payroll deductions for nonexempt employees not on a 12-month cycle are deducted during the 17 pays concurrent with the academic calendar. Administrators not on a 12-month schedule receive their salary over 12 months; therefore, their deductions are taken during the entire 12 months.