

PAYROLL PROCEDURE: DEDUCTIONS

Related Board of Trustees Policy: BP 5.1

Approval: May 2012

Revision:

All wages are subject to statutory deductions required by law. Examples of these statutory deductions are Federal taxes, NC State taxes, Social Security and Medicare Tax (also called FICA tax), garnishments, liens, and child support. An employee must contact the Payroll Department to change tax withholding deductions or ask general questions about current deductions listed on a paycheck.

Any changes for benefits, deductions or tax withholding must be received in the Payroll Department by the 15th of the month. Any changes received after that date will go into effect on the following month's payroll.

Full-time employees are eligible to have voluntary payroll deductions withheld from paychecks. Examples of these include CCC Foundation, Public Radio East, State Employee's Credit Union (SECU), State Employees' Association of NC (SEANC) dues, and United Way donations.

State retirement contributions are mandatory for full-time employees only.

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