

## Payroll Deduction Schedule

<b>Deduction</b>	<b>Weekly Paid Employees</b>	<b>Bi-Weekly Paid Employees</b>	<b>Notes</b>
FICA (social security) tax	Every pay	Every pay	
Medicare tax	Every pay	Every pay	
Federal tax	Every pay	Every pay	
State tax	Every pay	Every pay	
Garnishments	Every pay	Every pay	
Town Pension	Every pay	Every pay	
401A Pension	Every pay	Every pay	
FICA Alternative	Every pay	Every pay	
STRB (State Teachers Ret)	4 times per month = 40 pays	2 times per month = 20 pays	September through June
OMNI 403B & 457B	4 times per month = 48 pays	2 times per month = 20 pays	July through June weekly/September through June bi-weekly
OMNI Fee	1 time per year	1 time per year	First bi-weekly cycle in January for Vanguard, Fidelity and USAA
Administrator Union Dues	4 times per month = 20 pays	NA	September through January
Ed. Trainer Union Dues	4 times per month = 48 pays	NA	July through June
Custodian Union Dues	4 times per month = 48 pays	NA	July through June
Secretary Union Dues	4 times per month = 20 pays	2 times per month = 10 pays	December through April
FEA Dues	NA	2 times per month = 10 pays	October through February unless adjustment for time is needed per union
GE Credit Union (formerly Town CU and Teachers CU)	4 times per month = 48 pays	2 times per month = 20 pays	July through June weekly/September through June bi-weekly
United Way	4 times per month = 40 pays	2 times per month = 20 pays	Calendar year - NO SUMMER DEDUCTION (July and August)
Trustmark - Short Term Disability	4 times per month = 48 pays	2 times per month = *20 pays	July through June weekly/September through June bi-weekly <b>*Deduction amounts are doubled in May and June to cover July and August</b>
Trustmark - Universal Life	4 times per month = 48 pays	2 times per month = *20 pays	July through June weekly/September through June bi-weekly <b>*Deduction amounts are doubled in May and June to cover July and August</b>
Long Term Care - Transamerica	4 times per month = 48 pays	2 times per month = *20 pays	July through June weekly/September through June bi-weekly <b>*Deduction amounts are doubled in May and June to cover July and August</b>

## Payroll Deduction Schedule

<b>Deduction</b>	<b>Weekly Paid Employees</b>	<b>Bi-Weekly Paid Employees</b>	<b>Notes</b>
HEP (Health Enhancement Program)	Every pay until compliance is met	Every pay until compliance is met	This is for employees enrolled in Health/Rx who are currently non-HEP compliant
Section 125 Dependant Care	4 times per month = 48 pays	2 times per month = 20 pays	July through June weekly/September through June bi-weekly
FSA Admin Fee	4 times per month = 48 pays	2 times per month = 20 pays	July through June weekly/September through June bi-weekly
Insurances	4 times per month = 48 pays	2 times per month = *20 pays	July through June weekly/September through June bi-weekly <b>*Deduction amounts are doubled in May and June to cover July and August (doesn't include 10.5 month Secretaries and Paraprofessionals)</b>
Insurances (10.5 mo Secretaries)	NA	2 times per month = 20 pays	<b>Secretaries have an additional adjustment from Sept through June to cover July and August</b>
Insurances (Paraprofessionals)	NA	2 times per month = 20 pays	<b>Paraprofessionals have an additional adjustment from Sept through June to cover July and August</b>
Insurance Adjustment (10.5 mo Secretaries)	NA	2 times per month = 20 pays	September through June - covers July and August insurance <b>(Additional adjustment in June for rate change )</b>
Insurance Adjustment (Paraprofessionals)	NA	2 times per month = 20 pays	September through June - covers July and August insurance <b>(Additional adjustment in June for rate change )</b>