

SUBJECT: Payroll Authorization and Deductions

I. Payroll Authorization

The Board authorizes payment of salary to be made by a payroll check or by direct deposit to the employee's bank. Preparation of the payroll will only be completed when sufficient documentation has been provided to the Payroll Office. An employee or his designee is responsible for obtaining his paycheck from the Human Resources Office.

II. Payroll Deductions

A. Required by Law

1. Income tax - federal
2. Tax levy/child support (delinquent)
3. Retirement (TRS - ORP)
4. Child support
5. Medicare
6. Student Loans
7. Part-time Tax Shelter (part-time employees)

B. Optional

1. Medical/dental and reimbursement accounts
2. United Way contributions
3. Cancer insurance
4. Tax shelter payments
5. Additional withholding tax payments
6. Vision Insurance
7. Life Insurance
8. Short term disability
9. Accidental death and dismemberment
10. Chaparral Circle Endowment Fund
11. Loans for 403(b)
12. Athletic Endowment Fund
13. Chap Athletic Booster Club
14. Scholarships