

## Payroll Deductions for Bi-Weekly Paid Employees

Effective December 1, 2016 for Employees transitioning to Hourly in Compliance with FLSA

Payroll Deductions	Once a Month*	24 Pay Periods**	26 Pay Periods***	Responsible for Change
Parking Pass	X			Automatic, 1st pay of Month
Short Term Disability	X			Automatic, 1st pay of Month
Dependent Life	X			Automatic, 1st pay of Month
Medical, Dental and Vision Premiums		X		Human Resources
Flexible Spending - Healthcare and Dependent Care		X		Human Resources
Health Savings Account		X		Human Resources
Term and Group Universal Life		X		Human Resources
OPERS Service Purchase		X		Payroll
Direct Deposit			X	Employee, only if more than one account
Federal and State Income Tax			X	Employee, only if extra Dollar Deduction
403(b), 457(b) and Ohio Deferred Compensation			X	Employee
Local Income Tax			X	Automatic
OPERS and ARP Retirement Contribution			X	Automatic
Medicare			X	Automatic
Donations: Scholarship, Culture Works, United Way			X	Payroll
Child Support and Garnishments			X	Payroll
IRS Federal Tax Levy			X	Payroll
Weight Watchers			X	Human Resources

\* Deductions only from first paycheck of the month.

\*\* Deductions from first two paychecks of each month.

\*\*\* Deductions from all paychecks in a month.