

PAYROLL DEDUCTION SCHEDULE

| Deduction | Weekly Paid Employees | Bi-Weekly Paid Employees | Notes |
|--|------------------------------|---------------------------------|---|
| 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 |
| Paraprofessional Dues | NA | 2 times per month = 20 pays | September through June |
| 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 *Deduction amounts are doubled in May and June to cover July and August |
| Trustmark - Universal Life | 4 times per month = 48 pays | 2 times per month = *20 pays | July through June weekly/September through June bi-weekly *Deduction amounts are doubled in May and June to cover July and August |

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|--|-----------------------------------|-----------------------------------|--|
| 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 *Deduction amounts are doubled in May and June to cover July and August |
| 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 *Deduction amounts are doubled in May and June to cover July and August (doesn't include 10.5 month Secretaries and Paraprofessionals) |
| Insurances (10.5 mo Secretaries) | NA | 2 times per month = 20 pays | Secretaries have an additional adjustment from Sept through June to cover July and August |
| Insurances (Paraprofessionals) | NA | 2 times per month = 20 pays | Paraprofessionals have an additional adjustment from Sept through June to cover July and August |
| Insurance Adjustment (10.5 mo Secretaries) | NA | 2 times per month = 20 pays | September through June - covers July and August insurance (Additional adjustment in June for rate change) |
| Insurance Adjustment (Paraprofessionals) | NA | 2 times per month = 20 pays | September through June - covers July and August insurance (Additional adjustment in June for rate change) |