

**PAYROLL INFORMATION SHEET**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone #: \_\_\_\_\_

Position: Substitute Teacher (part-time per diem) \_\_\_\_\_  
Substitute Clerical/Assistant/Playground Aide/Cafeteria (part-time hourly) \_\_\_\_\_  
Substitute Custodian (part-time hourly) \_\_\_\_\_  
Sports Coach (part-time salaried) \_\_\_\_\_  
Event worker \_\_\_\_\_  
Student or Summer Help \_\_\_\_\_

**Part-time salaried employees** - (Board approved coaches) are enrolled immediately into the retirement system (PSERS) and a minimum 7.5% retirement deduction is withheld from all wages.

- If you wish to waive your enrollment, you must sign below **AND** provide proof that you currently participate in an individual retirement plan (i.e. IRA)\*.

**Part-time hourly employees** - (part-time clerical/assistant/playground aide/custodian/cafeteria) are enrolled immediately in the retirement system (PSERS). Payroll deductions will begin when you reach 500 hours of service in the school year.

- If you wish to waive your enrollment, you must sign below **AND** provide proof that you currently participate in an individual retirement plan (i.e. IRA)\*.

**Part-time per diem employees** - (substitute teachers) are enrolled immediately in the retirement system (PSERS). Payroll deductions will begin when you reach 80 days of service in the school year.

- If you wish to waive your enrollment, you must sign below **AND** provide proof that you currently participate in an individual retirement plan (i.e. IRA)\*.

Are you currently receiving a pension from PSERS?  YES  NO

Are you already a **CONTRIBUTING** member of PSERS?  YES  NO

If Yes, what class/rate?  TD 7.5%  TE 7.5% to 9.5%  TF 10.3% to 12.3%

\* I am not a contributing member with PSERS. I am not employed in another PA public school system. I wish to waive enrollment in PSERS **AND** have provided the necessary proof that I am currently participating in another retirement plan.

Name \_\_\_\_\_ Date \_\_\_\_\_  
(Signature for waiver of PSERS Membership ONLY!)

- **Local income tax will be withheld as per ACT 32. You must fill out the attached Residency Certification Form for the proper rate to be withheld and submitted to the municipality in which you live. Your PSD code/rate can be located at [www.newpa.com](http://www.newpa.com).**
- **Part time employees are subject to the Local Services Tax (LST). Upon earning \$1,000 with the District, \$5.00 will be withheld, after earning \$12,000, the remaining \$47.00 will be withheld per LST guidelines. If you have other employment that the LST is being withheld from, you must fill out a LST exemption certificate.**
- **Direct Deposit is mandatory for all Substitute positions and Coaches.**

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