

**EDEN PRAIRIE SCHOOLS
PAYROLL DEDUCTION PROCESSING TIMELINES**

DED ID / DESCRIPTION	PROCESSING FREQUENCY	TIME LINE	EXCEPTIONS
TSA Plans [403B Contributions]	Every pay period	Year round	
TRA & PERA Additional Deductions	Every pay period	Year round	
457 Plans [Deferred Comp. Deductions]	Every pay period	Year round	
TRA - Part-Time Teacher Program	18 pay periods	Oct. 15th Through June 30th	
LTD - Long Term Disability	Monthly - 9 pay periods	Oct. 15th Through June 15th	
ALF - Additional Life Benefit	Monthly - 9 pay periods	Oct. 15th Through June 15th	
LIFE INSURANCE	Monthly - 9 pay periods	Oct. 15th Through June 15th	
LNC - MNCPERS	Monthly - 9 pay periods	Oct. 15th Through June 15th	
LTC - Long-Term Care	Every pay period	Year round	
HRA - Health Reimbursement Act.	Monthly - 12 pay periods	Month-End payroll	currently, only Teachers are eligible for this program
TEACHER DUES	20 pay periods	Sept. 15th Through June 30th	
BUILDING & GROUNDS - LOCAL 284	Monthly - 12 pay periods	Mid-Month payroll	
MECHANICS - LOCAL 284	Monthly - 12 pay periods	Mid-Month payroll	
BUS DRIVERS - LOCAL 284	Monthly - 9 pay periods	Oct. 15th Through June 15th	
CLASS DUES	Monthly - 9 pay periods	Oct. 15th Through June 15th	
STEPS DUES	Monthly - 9 pay periods	Oct. 15th Through June 15th	
FOOD SERVICE DUES - LOCAL 284	Every pay period	Sep. 30th Through June 30th	
DONATIONS	18 pay periods	Oct. 15th Through June 30th	
LEVIES	Every pay period	Year round	
CBC - Criminal Background Check	Once	First paycheck following district employment	
AFTER TAX MEDICAL	Every pay period	Year round	
AFTER TAX DENTAL	Every pay period	Year round	
MEDICAL INS	Every pay period	Year round	
DENTAL INS	Every pay period	Year round	
FLEX DEPENDENT CARE	Every pay period	Year round	
FLEX MEDICAL CARE	Every pay period	Year round	
IMPUTED INCOME 4 LIFE INS. OVER \$50K	Monthly - 9 pay periods	Oct. 15th Through June 15th	