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 Vangard, Fidelity and USAA
Administrator Union Dues	4 times per month = 20 pays	2 times per month = 20 pays	September through January weekly/September through June bi-weekly
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
Trustmark - Short Term Disability	NA	2 times per month = *20 pays	September through June
Trustmark - Universal Life	NA	2 times per month = *20 pays	September through June

PAYROLL DEDUCTION SCHEDULE

Deduction	**Weekly Paid Employees**	**Bi-Weekly Paid Employees**	**Notes**
Insurances	4 times per month = 48 pays	2 times per month = 20 pays	July through June weekly/September through June bi-weekly
Insurance Adjustment (Teachers, Bi-weekly Admin., Bi-weekly Support Staff, Para Educatiors & 10.5 Month Secretaries)	NA	2 times per month = 20 pays	September through June - covers July and August insurance (***Additional adjustment in May or June for rate change)***
HEP (Health Enhancement Program)	4 times per month	2 times per month	This is for employees enrolled in Health/Rx who are currently non-HEP compliant **- Doubled in May and June for Bi-weekly paid employees**
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 (Flexible Spending Account)	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