

**PAYCHECK DEDUCTIONS
THE PEOPLE CENTER**

POLICY STATEMENT

The College makes salary deductions from each employee's gross pay for Social Security, Medicare and Federal and State withholding taxes. Additional employee-authorized deductions may be taken with written authorization to the People Center Office. Deductions and year-to-date information are detailed on the online pay advice or the pay stub.

Changes in marital status or number of dependents will often affect payroll deductions, insurance coverage, and the status of other College benefits. Please contact the Benefits Director for these changes.

The above is a summary only. Always refer to the applicable plan documents, policies or guides before making final decisions. The People Center policies and procedures are updated on an as-needed basis. As such, the College reserves the right to alter, amend or suspend the terms of this policy at its sole discretion; please refer to the policies posted on The People Center intranet site for the most current version. This policy does not constitute an employment contract.

