



TOWN OF HILLSBOROUGH

PERSONNEL POLICY

POLICY 502

LAST REVISED 8/1/08

SUBJECT: PAYROLL DEDUCTIONS

STATEMENT OF POLICY:

The following deductions are required by law from each employee paycheck:

1. Federal Income Tax withholding
2. State Income Tax withholding
3. Social Security (except safety personnel)
4. PERS contributions
5. Medicare withholding
6. Deductions authorized by law, such as garnishments

Deductions which are optional and may be requested by the employee are:

1. Deferred compensation
2. Union dues and initiation fees as provided in labor agreements
3. Payment of health insurance premium (if applicable)
4. Payment of dental insurance premium (if applicable)
5. IRS Section 125 plan deductions
6. Commuter checks

With each paycheck, the employee receives a statement of deductions and earnings which itemizes the various deductions made, as well as cumulative totals.

It is the employee's responsibility to maintain current payroll deduction information with the Finance Department.

Employees wishing to add or change their payroll deductions should contact the Finance Department.