

TIMEKEEPING AND PAYROLL

PAY DEDUCTIONS AND SETOFFS

The law requires the University to make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The University also must deduct Social Security taxes on each employee's earnings as specified by the Social Security wage base. Southwestern matches the amount of Social Security taxes paid by each employee.

Southwestern offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

A garnishment of wages requires the University to make pay deductions from an employee's wages to settle a debt or obligation to a third party.

Employees with questions concerning deductions should contact the Payroll Office or the Human Resources Office.