
TIMEKEEPING, HOURS AND PAYROLL

PAY DEDUCTIONS

The law requires SWOSU to make certain deductions from every employee's compensation. Among these are applicable federal, state and local income taxes. SWOSU also must deduct FICA taxes on each employee's earnings as specified by the FICA wage base. SWOSU matches the amount of FICA taxes paid by each employee (this does not apply to qualifying student employees).

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

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

Employees may change withholdings elected on the W-4. Notification of these changes may be made to the Payroll Office or the Human Resources Office.

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