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	Revised:	June 1, 2021

Payroll Deductions

There are two types of deductions that are made from employee pay checks:

Involuntary Deductions

Included are deductions for federal withholding tax, Social Security/Medicare taxes, and wage attachments or garnishments. The College must honor wage attachments or garnishments by government agencies and other creditors as they present a legal order to withhold and pay out a specified amount of an employee's earnings. Employees will be notified as soon as possible if their wages are attached or garnished. It is the employee's responsibility to secure a prompt release of the court order to prevent deductions from being made.

Voluntary Deductions

Included are deductions for dependent health and dental coverage, the retirement program, or other programs sponsored by the College. Only deductions for programs sponsored by the College will be taken and require a written authorization by the employee.

All amounts deducted will be described on the employee's direct deposit voucher.