Policy Statement:
Deductions from wages are made in compliance with Federal and State laws. Court-ordered deductions will be made without prior authorization from the employee. Voluntary deductions are made only with the written authorization of the employee. Employees are encouraged to review their pay check statements on-line via ADP each pay-period.

Procedure:
Mandatory deductions from each employee’s paycheck include Social Security, Federal, and State taxes. In addition, an employee’s paycheck may be garnished for alimony, child support, or any other court-ordered reason. All mandatory deductions are made without written authorization of the employee.

Voluntary deductions, which are made only with the written permission of the employee, include sums designated for direct deposit, any of the benefit plans including the retirement plan, or Friends of Piedmont. There are only 24 deductions for medical, vision, dental, and Flexible Spending Account payments annually. An itemized statement of all deductions from the employee’s wages accompanies each paycheck.

Deductions will also be taken for any amounts owed by the employee considered as salary advances, including amounts owed for services received but not paid for from PHS.

Deductions will also be made for time not worked for which PTO is not available or has been exhausted.

Any employee who believes that his/her paycheck has been improperly deducted or that he/she has not received proper overtime compensation, should immediately contact the Finance Manager to allow for investigation of the complaint and proper payment, if any.

References:
Employee Handbook pages 30-31

Policy Cross References: