

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 201

Page 1 of 1

PAY DAYS AND PAYROLL DEDUCTIONS

Reviewed 4/1/98

Pay Days

Pay days are biweekly. Payroll checks are distributed on alternate Fridays.

Payroll Deductions

Payroll deductions are made from the wages earned by employees. Some of the deductions are mandatory and are required by law, such as social security (FICA) and the federal and state income tax. Other deductions are voluntary, such as, the credit union, bonds, health plan and Retirement Plan (TIAA-CREF).

Social Security (FICA)

All ALA employees are covered under social security. The amount of deduction (from the employee's pay checks) for social security, as well as the employer contribution, is regulated by law. These payments are the basis for social security and Medicare benefits.

Withholding Tax

ALA is required to withhold a certain percentage of every employee's salary. Tax deductions are in accordance with the withholding tax tables of the Federal Revenue Act and the State Revenue Act where applicable. The amount withheld is sent to the appropriate governmental agency to apply to the individual's personal income tax for the year.

Involuntary Deduction

An involuntary assignment of wages called garnishments/judgments requires the employer to make deductions from an employee's wages as ordered by the courts.