
Payroll Deduction Procedure (PAY-P005)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Payroll Department processes deductions for employees in the Milford Public School District.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Management Services

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Accountant

Approval Signature on File

Signature

Date

4.0 DEFINITIONS:

- 4.1 MPS – Milford Public School District
- 4.2 TSA – Tax Shelter Annuity

5.0 PROCEDURE: -

- 5.1 All employees at MPS have voluntary deductions, Board of Education required and government required deductions taken from their gross wages.
- 5.2 Payroll may receive forms from the employee, United Way Association, and/or credit unions requesting a voluntary deduction.
- 5.3 Payroll receives from Personnel and/or the Benefits Department required union dues deductions and insurance co-pay deductions.
- 5.4 Payroll receives from employee and/or the government agency mandatory deductions from gross wages.
- 5.5 Payroll receives from Personnel a PAN stating the employee is a teacher or administrator, which requires TRB Teachers Retirement to be deducted from the gross wages.
 - 5.5.1 Payroll logs the information into the CIMS system in the employee deductions screen.
- 5.6 Documentation is filed in the Payroll Employee File.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 TSA – Tax Shelter Annuity - PAY-P007
- 6.2 Government Bond Form
- 6.3 Credit Union Dues Form
- 6.4 W-4's
- 6.5 Garnishment Documentation

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6.6 United Way Form

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Above Documentation	Payroll Employee File	99 years	Discard as desired	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/25/03	A	Initial Release

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