

PAYROLL

Voluntary Payroll Deductions

Insurance

Medical, dental, vision and life insurance is made after a 31 day waiting period for permanent full-time employees. Forms are completed through the Health Benefits Department.

All employees must contribute toward insurance premiums. Insurance caps are specified in collective bargaining agreements or by the County Superintendent. *(See "Staywell Admin Policy")*

W-4's and DE4-s

Initially, these forms are completed at the time of employment. Changes are made by obtaining and completing new forms, which are available from the Payroll Department. A W-4 form claiming exemption from withholding is valid for only one calendar year. A new W-4 claiming exemption must be filed by February 15th each year or the employee will be changed to single with zero withholding allowance.

Union Dues

Mendocino County Federation of School Employees (MCFSE) dues are 1.25% of the employee's gross pay.

Initial dues amounts are calculated when the employee joins MCFSE.

Changes in dues amounts are made by the Payroll Department when there is change in an employee's FTE or pay rate.

Credit Unions

Employees contact the appropriate credit union to request a credit union deduction. The credit union then notifies the County Office of the amount of the deduction. Changes can be made by contacting the Payroll Department.

Tax Sheltered Annuities/Deferred Compensation

Initial application forms are obtained from the agents of the appropriate tax shelter or deferred compensation company. Changes are made by contacting the appropriate company and forwarding completed forms to the Payroll Department.

Other Deductions

Other deductions, such as Health Club or United Way, may be requested for deduction. There must be a minimum of five (5) employees participating to set up a new deduction.

Section 125 Plan

Premium Only Plan -allows you to make your health care premium contribution on a pre-tax basis.