

Memo

To: Mark Doan, Superintendent  
Rene Green, ECTA President

From: Rem A. Woodruff, Director of Business Operations

Date: 8/26/2013

Re: Certified Staff Paycheck Deduction Cycle Timeline

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Below is an outline of the different cycles for deductions from the certified paychecks:

- July-August
  - No benefit deductions are processed during these months. No TRS, no dental insurance, no health insurance, and no life insurance
  - Tax deductions and annuities are processed during these months.
- September
  - September starts the new benefits deduction cycle. Benefit deductions for TRS, THIS, Dental Insurance, Health Insurance, Life Insurance and any voluntary deductions all start with the first paycheck in September.
  - The September paycheck amount will look nothing like the checks from July and August.
- October
  - In October, in addition to the benefits that are deducted from paychecks, the local ECTA dues are deducted from the first October check. Local dues are taken out 1 time each year.
  - Starting with the second check in October the State/National Union dues are taken out of the paycheck and that deduction will run from October through May.
  - The October amounts on the paycheck will not be the same as the September paycheck because of the additional deductions.
- November
  - In November, absent of any changes to tax deductions, paycheck amounts should start to appear to be the same each month.
  - Small differences may appear depending on how the payroll system decides to “round” amounts when the numbers are processed.
- December
  - Checks in December should be very close to checks in November again taking into consideration the same variables mentioned for November
- January
  - January starts a new tax year so paychecks could be different depending on how tax law changes are initiated and what type of tax deductions are implemented. Both Federal and State taxes could be involved.
- February-May
  - During February-May paycheck amounts should be nearly standardized. Personal changes that employees may make to their tax deductions or status changes that would result in a change to benefit deductions would be the only planned events that would change paycheck amounts
- June
  - In June (after the 18<sup>th</sup> pay date) the benefit cycle has ended so starting in June paycheck amounts will change as benefit deductions are no longer being processed.