

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Method of Compensation	Section: III
	Subject: B
SUBJECT: Deductions	Effective: 01/01/06
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THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SOUTH CAROLINA STATE UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

DEDUCTIONS

Deductions from the employee's salary payment will be withheld by the Payroll Office in accordance with applicable federal and state tax, social security, state or federal retirement, or South Carolina Police Officers' Retirement rules and regulations. Voluntary deductions requested by the employee will be in accordance with the requirements of the particular program. Employees wishing to initiate a status change that will affect payroll deductions (e.g., number of dependents, credit union membership, insurance coverage, etc.) must contact the Office of Human Resource Management. The employee must authorize all deductions in writing.

Completed payroll deduction forms must be submitted to the Office of Human Resource Management. Office of Human Resource Management staff will forward a copy of payroll deduction forms to the Payroll Office as authorization to deduct payment amounts designated. Payroll deduction forms related to employee benefits will be maintained in the employee's benefits file. All other payroll deduction forms will be maintained in the employee's official personnel file.