



MEMO

HUMAN RESOURCES

TO: All Employees

FROM: Vikki Thompson
Payroll Specialist

DATE: December 5, 2024

SUBJECT: Changes in Payroll Withholdings/Payroll Dates

Please be advised of the following changes in withholdings that may affect your net pay effective January 1, 2025:

LOCAL SERVICES TAX FOR 2025

Butler Township Local Services Tax remains at \$52.00 and will be withheld at a rate of \$1.00 per week worked.

Union Township Local Services Tax remains at \$52.00 and will be withheld at a rate of \$1.00 per week worked.

Cranberry Township Local Services Tax remains at \$52.00 and will be withheld at a rate of \$1.00 per week worked.

Hermitage Local Services Tax remains at \$52.00 and will be withheld at a rate of \$1.00 per week worked.

Brockway Borough Local Services Tax remains at \$52.00 and will be withheld at a rate of \$1.00 per week worked.

Ford City Borough Local Services Tax remains at \$52.00 and will be withheld at the rate of \$1.00 per week worked.

Employees expecting to earn less than \$12,000 in the 2025 calendar year or employees who have multiple employers may complete the Application for Exemption from Local Services Tax to avoid having this tax deducted beginning with the first payroll in 2025. **This form along with all required supporting documents must be returned to the Human Resources Office. You will be required to file this form annually with our office as well as the municipality in which you work.** If you fill out the form and have earned income over \$12,000 in the calendar year a “catch-up” lump sum tax will be deducted from the following paycheck and the semi-monthly payroll deduction will be taken from all remaining pay checks in the calendar year. The form can be accessed on the BC3 Website at <https://www.bc3.edu/directory/human-resources/pdf/Local-ServicesTax-Exemption-Certificate.pdf>

FICA (SOCIAL SECURITY/MEDICARE)

The maximum wage base for the FICA withholding has increased to \$176,100.00 for Social Security. There is no limit on the wage base for Medicare in 2025. We are required to withhold 6.20 percent for Social Security and 1.45 percent for Medicare for a total of 7.65 percent.

EMPLOYEE'S SOCIAL SECURITY NUMBER

**Please verify that your name and social security number appearing on your pay receipt is identical to the name and social security number appearing on your Social Security Card. If it is not correct, please contact our office immediately.

The College is required to enter your name and number as it appears on your Social Security Card. If your name has changed, the College is required to continue to use your old name until you obtain a new Social Security Card with your new name. Using a name that does not match your Social Security Card may prevent posting of earnings to your Social Security Record.

To access your paystubs, please visit <https://my.adp.com>.

PAYDATES

All payroll changes, contracts, and compensation vouchers must be submitted to the Human Resources Office by the designated due date. There will be **no exceptions** and **no manual checks** will be issued.

The pay dates for the second six months of the 2024-2025 fiscal year are as follows:

- * **Wednesday, January 15, 2025**
(January 15, 2025, Payroll)
Electronic Timecards, Payroll sheets, and compensation vouchers for all regular and temporary part-time hourly employees must be submitted to the Human Resources Office by **11:00 a.m. Thursday, January 2, 2025.**
- * **Friday, January 31, 2025**
(January 31, 2025, Payroll)
Electronic Timecards, Payroll sheets, and compensation vouchers for all regular and temporary part-time hourly employees must be submitted to the Human Resources Office by **11:00 a.m. Thursday, January 16, 2025.**
- * **Friday, February 14, 2025**
(February 15, 2025, Payroll)
Electronic Timecards, Payroll sheets, and compensation vouchers for all regular and temporary part-time hourly employees, work study, institutional employment, executive council, cube, ambassadors, mentors and tutors must be submitted to the Human Resources Office by **11:00 a.m. Monday, February 3, 2025.**
- * **Friday, February 28, 2025**
(February 28, 2025, Payroll)
Electronic Timecards, Payroll sheets, and compensation vouchers for all regular and temporary part-time hourly employees must be submitted to the Human Resources Office by **11:00 a.m. Monday, February 17, 2025.**
- * **Friday, March 14, 2025**
(March 15, 2025, Payroll)
Electronic Timecards, Payroll sheets, and compensation vouchers for all regular and temporary part-time hourly employees, work study, institutional employment, executive council, cube, ambassadors, mentors and tutors must be submitted to the Human Resources Office by **11:00 a.m. Monday, March 3, 2025.**
- * **Monday, March 31, 2025**
(March 31, 2025, Payroll)
Electronic Timecards, Payroll sheets, and compensation vouchers for all regular and temporary part-time hourly employees must be submitted to the Human Resources Office by **11:00 a.m. Monday, March 17, 2025.**
- * **Tuesday, April 15, 2025**
(April 15, 2025, Payroll)
Electronic Timecards, Payroll sheets, and compensation vouchers for all regular and temporary part-time hourly employees, work study, institutional employment, executive council, cube, ambassadors, mentors and tutors must be submitted to the Human Resources Office by **11:00 a.m. Tuesday, April 1, 2025.**
- * **Wednesday, April 30, 2025**
(April 30, 2025, Payroll)
Electronic Timecards, Payroll sheets, and compensation vouchers for all regular and temporary part-time hourly employees must be submitted to the Human Resources Office by **11:00 a.m. Wednesday, April 16, 2025.**

- * **Thursday, May 15, 2025**
(May 15, 2025, Payroll)
Electronic Timecards, Payroll sheets, and compensation vouchers for all regular and temporary part-time hourly employees, work study, institutional employment, executive council, cube, ambassadors, mentors and tutors must be submitted to the Human Resources Office by **11:00 a.m. Thursday, May 1, 2025.**

- * **Friday, May 30, 2025**
(May 31, 2025, Payroll)
Electronic Timecards, Payroll sheets, and compensation vouchers for all regular and temporary part-time hourly employees must be submitted to the Human Resources Office by **11:00 a.m. Friday, May 16, 2025.**

- * **Thursday, June 13, 2025**
(June 15, 2025, Payroll)
Electronic Timecards, Payroll sheets, and compensation vouchers for all regular and temporary part-time hourly employees, work study, institutional employment, executive council, cube, ambassadors, mentors and tutors must be submitted to the Human Resources Office by **11:00 a.m. Monday, June 2, 2025.**

- * **Monday, June 30, 2025**
(June 30, 2025, Payroll)
Electronic Timecards, Payroll sheets, and compensation vouchers for all regular and temporary part-time hourly employees must be submitted to the Human Resources Office by **11:00 a.m. Monday, June 16, 2025.**

Any overtime worked the 1st – 15th will be paid on the last day of the month and any overtime worked the 16th – the last day of the month will be paid on the 15th of the following month. Overtime must be authorized in advance and Overtime Compensation Vouchers must be turned in on a pay period basis.

CREDIT PAYMENT DATES – SPRING 2025 SEMESTER

Listed below are the scheduled payment dates for Part-time Credit Instructors for the Spring 2025 Semester. Please be advised if the Human Resources Office does not receive the required personnel/payroll documents your paycheck/direct deposit will be delayed until appropriate documents are received, or arrangements are made with our office.

Class Schedule	Beginning Date	Ending Date	Pay Schedule
Fifteen Week Sessions Only - Teaching 12 or more credits	1/21/25	5/13/25	Semi-monthly 2/14/2025 – 5/15/2025 (7 payments)
Fifteen Week Sessions Only - Teaching less than 12 credits	1/21/25	5/13/25	Four times per semester: 2/28/2025, 3/31/2025, 4/30/2025, and 5/15/2025

CREDIT PAYMENT DATES SUMMER 2025 SESSION

Listed below are the scheduled payment dates for Part-time Credit Instructors for the Summer 2025 Session. Please be advised if the Human Resources Office does not receive the required personnel/payroll documents, your paycheck/direct deposit will be delayed until appropriate documents are received, or arrangements are made with our office.

<u>SESSION 1 (3 WEEK)</u>	<u>Payment Date</u>	<u>Payment Method</u>
May 19 - June 12, 2025	June 13, 2025	full payment
<u>SESSION 2 (10 WEEK)</u>	<u>Payment Date</u>	<u>Payment Method</u>
May 19 – August 5, 2025	June 13, 2025	1/3 payment
	July 15, 2025	1/3 payment
	August 15, 2025	1/3 payment
<u>SESSION 3 (7 WEEK)</u>	<u>Payment Date</u>	<u>Payment Method</u>
June 16 – August 5, 2025	July 15, 2025	1/2 payment
	August 15, 2025	1/2 payment
<u>FAST TRACK 1 (5 WEEK)</u>	<u>Payment Date</u>	<u>Payment Method</u>
May 19 – June 23, 2025	June 30, 2025	full payment
<u>FAST TRACK 2 (5 WEEK)</u>	<u>Payment Date</u>	<u>Payment Method</u>
June 30 – August 4, 2025	August 15, 2025	full payment

If you have any questions, please call me at (724) 287-8711, Ext. 8382.