

# MEMO

## HUMAN RESOURCES

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TO: All Employees

FROM: Christina M. Fleeger  
Interim Executive Director of Human Resources/Equal Opportunity Compliance Officer

DATE: August 10, 2017

SUBJECT: Changes in Payroll Withholdings/Payroll Dates

### **LOCAL SERVICES TAX FOR 2017**

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

The City of New Castle 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 is \$52.00 and will be withheld at a rate of \$1.00 per week worked.

Employees expecting to earn less than \$12,000 in the 2017 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 2017. **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 pay check 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 <http://www.bc3.edu/humanresources/pdf/local-services-tax-refund-application.pdf>.

### **FICA (SOCIAL SECURITY/MEDICARE)**

The maximum wage base for the FICA withholding has increased to \$127,200 for Social Security. There is no limit on the wage base for Medicare in 2017. 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 Records.

### **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 2016-2017 fiscal year are as follows:

- \* **Friday, July 14, 2017**  
(July 15, 2017, Payroll)  
Payroll sheets and compensation vouchers for all regular and temporary part-time hourly employees, work study, institutional employment, academic aides, and tutors are due in the Human Resources Office by **11:00 a.m. Wednesday, July 5, 2017.**

- \* **Monday, July 31, 2017**  
(July 31, 2017, Payroll)  
Payroll sheets and compensation vouchers for all regular and temporary part-time hourly employees are due in the Human Resources Office by **11:00 a.m. Monday, July 17, 2017.**
- \* **Tuesday, August 15, 2017**  
(August 15, 2017, Payroll)  
Payroll sheets and compensation vouchers for all regular and temporary part-time hourly employees, work study, institutional employment, academic aides, and tutors are due in the Human Resources Office by **11:00 a.m. Tuesday, August 1, 2017.**
- \* **Thursday, August 31, 2017**  
(August 31, 2017, Payroll)  
Payroll sheets and compensation vouchers for all regular and temporary part-time hourly employees are due in the Human Resources Office by **11:00 a.m. Wednesday, August 16, 2017.**
- \* **Friday, September 15, 2017**  
(September 15, 2017, Payroll)  
Payroll sheets and compensation vouchers for all regular and temporary part-time hourly employees, work study, institutional employment, academic aides, and tutors are due in the Human Resources Office by **11:00 a.m. Friday, September 1, 2017.**
- \* **Friday, September 29, 2017**  
(September 30, 2017, Payroll)  
Payroll sheets and compensation vouchers for all regular and temporary part-time hourly employees are due in the Human Resources Office by **11:00 a.m. Monday, September 18, 2017.**
- \* **Friday, October 13, 2017**  
(October 15, 2017, Payroll)  
Payroll sheets and compensation vouchers for all regular and temporary part-time hourly employees, work study, institutional employment, executive council, cube, ambassadors, academic aides, and tutors are due in the Human Resources Office by **11:00 a.m. Monday, October 2, 2017.**
- \* **Tuesday, October 31, 2017**  
(October 31, 2017, Payroll)  
Payroll sheets and compensation vouchers for all regular and temporary part-time hourly employees are due in the Human Resources Office by **11:00 a.m. Monday, October 16, 2017.**
- \* **Wednesday, November 15, 2017**  
(November 15, 2017, Payroll)  
Payroll sheets and compensation vouchers for all regular and temporary part-time hourly employees, work study, institutional employment, executive council, cube, ambassadors, academic aides, and tutors are due in the Human Resources Office by **11:00 a.m. Wednesday, November 1, 2017.**
- \* **Thursday, November 30, 2017**  
(November 30, 2017, Payroll)  
Payroll sheets and compensation vouchers for all regular and temporary part-time hourly employees are due in the Human Resources Office by **11:00 a.m. Thursday, November 16, 2017.**
- \* **Friday, December 15, 2017**  
(December 15, 2017, Payroll)  
Payroll sheets and compensation vouchers for all regular and temporary part-time hourly employees, work study, institutional employment, executive council, cube, ambassadors, academic aides, and tutors are due in the Human Resources Office by **11:00 a.m. Friday, December 1, 2017.**
- \* **Friday, December 22, 2017**  
(December 31, 2017, Payroll)  
Payroll sheets and compensation vouchers for all regular and temporary part-time hourly employees, work study, institutional employment are due in the Human Resources Office by **11:00 a.m. Friday, December 15, 2017.**

**Any overtime worked the 1<sup>st</sup> – 15<sup>th</sup> will be paid on the last day of the month and any overtime worked the 16<sup>th</sup> – the last day of the month will be paid on the 15<sup>th</sup> 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 – FALL 2017 SEMESTER**

Listed below are the scheduled payment dates for Part-time Credit Instructors for the Fall 2017 Semester. Please be advised if the Human Resources Office does not receive required personnel/payroll documents your paycheck/direct deposit will be delayed until appropriate documents are received or arrangements are made with our office.

<b>Class Schedule</b>	<b>Beginning Date</b>	<b>Ending Date</b>	<b>Pay Schedule</b>
Sixteen Week Sessions Only - Teaching <b>12 or more credits</b>	8/28/17	12/16/17	Semi-monthly 9/15/2017 – 12/15/2017 (7 payments)
Sixteen Week Sessions Only - Teaching <b>less than 12 credits</b>	8/28/17	12/16/17	Four times per semester: 9/29/2017, 10/31/2017, 11/30/2017, and 12/15/2017

If you have any questions, please call me at (724) 287-8711, Ext. 8353.