

# Warren-Newport Public Library District Staff Manual

## 410 Pay Deductions

Effective Date: 07/12/2006

Revision Date: 01/15/2019\*

\*Title changed from Pay Deductions and Setoffs

The Warren-Newport Public Library District (WNPLD) complies with the Illinois Wage Payment and Collection Act which includes the following relevant guidelines for deductions to employee paychecks: "Except as hereinafter provided, deductions by employers from wages or final compensation are prohibited unless such deductions are (1) required by law; (2) to the benefit of the employee; (3) in response to a valid wage assignment or wage deduction order; (4) made with the express written consent of the employee, given freely at the time the deduction is made..." [820 ILCS 115/9]

Federal and State laws require WNPLD to withhold certain deductions from every employee's bi-weekly paycheck. These include applicable federal, state, and local income taxes, Social Security, and Medicare taxes.

WNPLD offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Contact the Human Resources Associate with any questions concerning the reason for deductions made from your paycheck or the method for calculating them.

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Deleted: Federal and State laws requires that the Warren-Newport Public Library District (WNPLD) to make withhold certain deductions from every employee's compensation bi-weekly paycheck. Among these are These include applicable federal, state, and local income taxes, . WNPLD also must deduct Social Security, and Medicare taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." WNPLD also makes federally mandated contributions to Social Security for each employee.¶

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Deleted: how they were calculated, your supervisor or the Administrative Associate the Human Resource Associate can assist in having your questions answered.

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