

Faculty Payroll and Deductions Information

Paydays change yearly and are posted on the Human Resources/Payroll website at http://www.clemson.edu/humanres/Payroll_Benefits/pay.htm

Faculty Members are paid 10 installments each for the Fall and Spring semesters, for a total of 20 installments. To obtain your gross Bi-weekly rate, divide your Annual rate by 20.

If eligible, Faculty Members may receive pay for Summer School or Summer Research. Summer School is paid in 3 installments each for both Summer Session I and II. One can earn up to 30.00% of their academic rate as summer school pay. Summer Research Pay is submitted by your department and can be paid anywhere from 1 to 6 installments (depending upon departmental request). One can earn up to 33.33% of their academic rate as summer research pay.

Only Taxes and Retirement (if applicable) are withheld from pay earned during the Summer.

In the following, when referring to 2nd and 3rd payday scenarios, please refer to the number of payments in a given month on the “Non-Academic Employees” column on the payday schedule.

Insurance Premiums start on the 2nd payday in August and are withheld through the 2nd check date in April. Insurance is withheld in the current month for the following month’s coverage. For example, in August, we withhold for September.

On the 1st check in May, your insurance premiums are triple deducted to account for the premiums due for June, July and August.

General Deductions (non-insurance deductions) are withheld September through April.

State Employees Association and Savings Bond deductions are only withheld on the 1st payday of the month September through April.

On a 3rd payday scenario, only Taxes and Retirement (if applicable) are withheld. No other deductions are withheld on a 3rd payday in a month.

Taxes include Federal and State Tax (based upon your W-4 filing status) and Social Security, which is a two part tax consisting of Fed Medicare and Fed OASDI. Social Security has both Employee and Employer tax.

Retirement – If you are participating in an ORP, you will also note on your pay stub the 5% contributed to your ORP account by CU and the remaining employer portion which is sent to SCRS. The amount sent to SCRS is used for health and dental insurance for retirees covered by the State Health and Dental Plans, Group Life Insurance Premiums and unfunded liability. One must retire to recover this employer contribution in the form of retiree health and dental insurance.

Please refer to the Clemson University Employee Benefits handout to obtain a full listing of insurance and voluntary deductions available to you.

http://www.clemson.edu/humanres/Payroll_Benefits/Documents/2004%20Benefit%20Programs%20List.pdf

For detailed information regarding the different deductions allowed, please refer to the Clemson University Benefits Program Guide.

http://www.clemson.edu/humanres/Payroll_Benefits/Documents/BenefitProgramsBooklet.pdf

Credit Union – Often, the Credit Union deduction is confused with a Direct Deposit. Instead, this is an actual deduction and it is not withheld on a 3rd payday scenario. If you have an open account at the SC State Credit Union, you can have part of your pay withheld and sent to the Credit Union by completing a form and dropping it off to HR/Payroll. The form is located at

http://www.clemson.edu/humanres/Payroll_Benefits/Documents/pay_deduct_auth.pdf

FIKE Payroll Deduction – Enroll anytime at the FIKE Recreation Center.

Pre-Tax Parking – Must come in person to HR/Payroll with-in first 15 days of employment with both the Pre-Tax Deduction Authorization and the Parking Permit Application. Payroll will approve the Pre-Tax Deduction Authorization and provide you with a copy, which you will then take to Parking Services, along with your application, to obtain your permit. The Pre-tax form and parking application are available at <http://stuaff.clemson.edu/parking/permit.html#Permit03>

Other helpful information can be found on the HR website link at

http://www.clemson.edu/humanres/Payroll_Benefits/Pb.htm