



25.50

Payroll Deductions and Reductions

25.50.10

May 1, 1999

Introduction

Payroll deductions or reductions are amounts withheld from an employee's wages. Reductions affect gross income, deductions do not. Deductions are classified as mandatory or voluntary.

25.50.20

May 1, 1999

Mandatory (standard) deductions/reductions

25.50.20.a

Mandatory Deductions from Gross Income

These must be deducted from employees' salaries and wages pursuant to federal or state law. Mandatory deductions include but are not limited to the following list:

<i>Mandatory Deductions</i>	<i>Description and Requirements</i>
Federal Income Tax	<ul style="list-style-type: none"> Determine amount of withholding from employee signed federal W-4 form (Employee's Withholding Allowance Certificate). Check IRS publication 15 (Circular E) for any additional rules.
Industrial Insurance (Medical Aid)	<ul style="list-style-type: none"> State tax for industrial insurance benefits program. Administered by the Department of Labor and Industries (L&I). Premium calculation = (Actual hours worked x L&I rate); OR, (Standard monthly average of 160 hours x L&I rate). Premium for part-time employees is calculated using actual hours. The L&I rate is based on the assigned risk classification(s). Refer to RCW 51.12.035 and L&I regarding mandatory Medical Aid coverage for volunteers of state agencies who have registered and accepted the volunteer services. Refer to L&I publications for coverage, employee/employer rates, and employer reporting requirements.

<i>Mandatory Deductions</i>	<i>Description and Requirements</i>
Old Age and Survivor's Insurance (OASI) and Medicare	<ul style="list-style-type: none"> • OASI is a federal employment tax for retirement, survivors, and disability benefits. Matching contributions are required from both employees and employers. • The Medicare federal employment employee and employer matching tax supports federal health insurance. • Employment Security (ESD) administers our state's Section 218 agreement with the federal Social Security Administration. • Check with ESD for coverage requirements. • Refer to IRS Publication 15 (Circular E) for rates, deposit, and reporting regulations.

25.50.20.b

Mandatory Reductions to Gross Income

These reduce gross pay and are not subject to federal income tax. Deduct these amounts from gross income before calculating federal income tax for eligible employees.

<i>Reductions to Gross Income</i>	<i>Descriptions and Requirements</i>
State Retirement Systems	<ul style="list-style-type: none"> • This is the employee's paid share of the total retirement contribution.
Teachers Insurance and Annuity Association and College Retirement Equities Fund	<ul style="list-style-type: none"> • This is the employee's paid share of the TIAA/CREF plan. Refer to RCW 28B.10.400 and rules developed by specific institutions for reporting requirements.

25.50.30

June 10, 2010

Voluntary deductions/reductions

These options are permitted by law but require an employee's written request to authorize the payroll deduction or salary reduction. Generally, agency heads have the discretion to approve or deny requests for these types of deductions. The maximum deductions or reductions per employee are limited to the number that payroll systems can accommodate.

25.50.30.a

Voluntary Reductions from Gross Income

These amounts reduce gross pay and are not subject to income tax. Deduct these amounts from gross income before calculating federal income tax. Participation in this type of reduction is at the employee's written request.

<i>Voluntary Reductions</i>	<i>Descriptions and Requirements</i>
Deferred Compensation Plans and Tax Deferred Annuities	<ul style="list-style-type: none"> These are salary reductions allowed under RCW 28B.10.480 and 41.04.020. Either the agency head or the Department of Retirement Systems Deferred Compensation Program approves the employee's request for this type of deduction.
Dependent Care	<ul style="list-style-type: none"> This program allows eligible employees to exclude dependent care costs (like child care) from their gross income. Reductions are not subject to OASI and Medicare. Eligibility requirements are in RCW 41.04.600-645. The Health Care Authority administers this program.
Flexible Spending Plan	<ul style="list-style-type: none"> A medical flexible spending account allows employees to set aside pretax earnings to pay eligible medical expenses. Annual minimum contribution is \$240.00, annual maximum contribution is \$2,400.00.
Medical Expense Plans (Voluntary Employee Benefit Associations - VEBAs)	<ul style="list-style-type: none"> RCW 41.04.340 allows eligible retiring employees an option to use their accrued sick leave buyout at retirement to purchase a post-retirement medical expense reimbursement plan. Also refer to WAC 357-31-375 or CBAs for program requirements.

25.50.30.b

Voluntary Miscellaneous Deductions

These deductions reduce net pay, but do not affect gross income. Participation in these types of deductions is at the employee's written request. These deductions may also require a minimum level of participation. The most common of these deductions follow:

<i>Type of Deduction</i>	<i>Description and Explanation</i>	<i>25/100 Rule *</i>	<i>Agency Override on 25/100 Rule</i>	<i>Agency approval required</i>
Banks, Savings Banks, or Saving and Loan Associations	<ul style="list-style-type: none"> These institutions must be authorized to do business in this state. 	X	X	If < 25 in the agency X
Credit Unions		X	X	If < 25 in the agency X
Parking Fees	<ul style="list-style-type: none"> Payments for parking furnished by the agency or by the Department of General Administration. 			
US Savings Bonds	<ul style="list-style-type: none"> Agencies shall appoint an individual to act as trustee who: <ul style="list-style-type: none"> --Receives deduction authorizations. --Purchases and delivers bonds. --Keeps records of bonds. 			
Board, Lodging, Uniform Deductions	<ul style="list-style-type: none"> Deductions for board, lodging, or uniforms furnished by the state. 			

25
Payroll

25.50.30

<i>Type of Deduction</i>	<i>Description and Explanation</i>	<i>25/100 Rule *</i>	<i>Agency Override on 25/100 Rule</i>	<i>Agency approval required</i>
Tuition, Fees, or Scholarship Contributions	<ul style="list-style-type: none"> Deductions for academic tuition, fees, or scholarship contributions payable to the employing institutions. 			
Dues and Other Fees	<ul style="list-style-type: none"> Membership dues for professional organizations formed primarily for public employees or college and university professors. 	X		
Labor or Employee Organization Dues	<ul style="list-style-type: none"> Per RCW 41.04.230, dues (including representation and other mandatory fees) authorized under a collective bargaining agreement if not already provided under the provisions of Chapters 41.76 or 41.80 RCW or other statutory authority. Organizations of 500 or more may have payroll deduction for employee benefit programs. 	X		
Funds, Committees, or Subsidiary Organizations Maintained by Labor or Employee Organizations	<ul style="list-style-type: none"> Per RCW 41.04.230 (6), employees may voluntarily contribute. Effective January 1, 2007. 			
Health Care Authority Premiums	<ul style="list-style-type: none"> Premiums for contracts authorized by the Washington State Health Care Authority (HCA) (Chapters 41.04 and 41.05 RCW). Enrollment or assignment by the HCA to participate in a health care benefit plan, as required by RCW 41.05.065(5), shall authorize a payroll deduction of premium contributions without a written consent under the terms and conditions established by the public employees' benefits board. Premiums are treated as pretax unless the employee elects to have the premium taxed. This election must be made during open enrollment. 			
Charitable Contributions	<ul style="list-style-type: none"> Contributions to the state employee combined fund drive (RCW 41.04.036). 			
Other Deductions	<p>Per RCW 41.04.230:</p> <ul style="list-style-type: none"> Other deductions <i>may be authorized by the director of OFM</i> for purposes clearly related to state employment or goals and objectives of the agency and for plans authorized by the state health care authority. <p>Per RCW 41.04.030:</p> <ul style="list-style-type: none"> Other Health, Accident, Disability, and Life Insurance - Deductions for employee chosen insurance carriers. 	X		X

*This means minimum participation of 25 or more employees in one agency or 100 employees statewide.