



MEMO

HUMAN RESOURCES

TO: All Employees

FROM: Vikki Thompson
Payroll Specialist

DATE: December 1, 2023

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, 2024:

LOCAL SERVICES TAX FOR 2024

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.

Manor Township 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 2024 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 2024. **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 <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 \$168,600.00 for Social Security. There is no limit on the wage base for Medicare in 2024. 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.

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 2023-2024 fiscal year are as follows:

- * **Friday, January 12, 2024**
(January 15, 2024, 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. Tuesday, January 2, 2024.**
- * **Wednesday, January 31, 2024**
(January 31, 2024, 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. Tuesday, January 16, 2024.**
- * **Thursday, February 15, 2024**
(February 15, 2024, Payroll)
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 are due in the Human Resources Office by **11:00 a.m. Thursday, February 1, 2024.**
- * **Thursday, February 29, 2024**
(February 29, 2024, 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. Friday, February 16, 2024.**
- * **Friday, March 15, 2024**
(March 15, 2024, Payroll)
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 are due in the Human Resources Office by **11:00 a.m. Friday, March 1, 2024.**
- * **Friday, March 29, 2024**
(March 31, 2024, 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, March 18, 2024.**
- * **Monday, April 15, 2024**
(April 15, 2024, Payroll)
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 are due in the Human Resources Office by **11:00 a.m. Monday, April 1, 2024.**
- * **Tuesday, April 30, 2024**
(April 30, 2024, 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. Tuesday, April 16, 2024.**

- * **Wednesday, May 15, 2024**
(May 15, 2024, Payroll)
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 are due in the Human Resources Office by **11:00 a.m. Wednesday, May 1, 2024.**

- * **Friday, May 31, 2024**
(May 31, 2024, 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, May 16, 2024.**

- * **Thursday, June 14, 2024**
(June 15, 2024, Payroll)
Payroll sheets and compensation vouchers for all regular and temporary part-time hourly employees, work study, institutional employment, mentors and tutors are due in the Human Resources Office by **11:00 a.m. Monday, June 3, 2024.**

- * **Friday, June 28, 2024**
(June 30, 2024, 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, June 17, 2024.**

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 2024 SEMESTER

Listed below are the scheduled payment dates for Part-time Credit Instructors for the Spring 2024 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
Sixteen Week Sessions Only - Teaching 12 or more credits	1/16/24	5/07/24	Semi-monthly 2/15/2024 – 5/15/2024 (7 payments)
Sixteen Week Sessions Only - Teaching less than 12 credits	1/16/24	5/07/24	Four times per semester: 2/29/2024, 3/29/2024, 4/30/2024, and 5/15/2024

CREDIT PAYMENT DATES SUMMER 2024 SESSION

Listed below are the scheduled payment dates for Part-time Credit Instructors for the Summer 2024 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 13 - June 6, 2024	June 14, 2024	full payment
<u>SESSION 2 (10 WEEK)</u>	<u>Payment Date</u>	<u>Payment Method</u>
May 13 – July 31, 2024	June 14, 2024	1/3 payment
	July 15, 2024	1/3 payment
	August 15, 2024	1/3 payment
<u>SESSION 3 (7 WEEK)</u>	<u>Payment Date</u>	<u>Payment Method</u>
June 10 – August 1, 2024	July 15, 2024	1/2 payment
	August 15, 2024	1/2 payment
<u>FAST TRACK 1 (5 WEEK)</u>	<u>Payment Date</u>	<u>Payment Method</u>
May 13 – June 17, 2024	June 28, 2024	full payment
<u>FAST TRACK 2 (5 WEEK)</u>	<u>Payment Date</u>	<u>Payment Method</u>
June 24 – July 29, 2024	August 15, 2024	full payment

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