

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name</b> <b>Payroll Deductions (No Procedures Needed)</b>	
Procedure No. 6520-00-01	Eff. Date: 12/17/2014
Implements Board Policy(ies) 6520 Payroll Deductions	Last Reviewed: 1/17/2019

**1. Background**

*Describe relevant background to the implementation of the policy.*  
Deductions are taken from an employee's paycheck upon proper authorization on the appropriate form. Provide for the purchase of tax sheltered annuities for district employees under Sections 403 (b)(3) and 403 (b)(7) of the Internal Revenue Code.

**2. Responsibilities**

Title: Payroll Department	
Address: 2651 Burnet Avenue	
Phone: (513) 363-0490	Cell phone:
<i>Describe responsibilities:</i> Upon receipt of the required authorization document, the Payroll Department will add the deduction item to the employees' Pay Related Assignment profile within the Business Plus system to be processed during normal bi-weekly payroll processing, or as required. Payroll is also responsible for maintaining a copy of the authorization document.	
Title: Employee or Court Ordering Deduction	
Address:	
Phone:	Cell phone:
Employee completes an authorization form for deduction items, such as Medical/Dental benefits, Federal and State income tax, union dues, contributions to charitable and not-for-profit corporations and community fund organizations, direct deposits, tuition payments, and 457 plans authorized by the Board, and sends the form to the appropriate location	

Title: Court Ordering Deduction	
Address:	
Phone:	Cell phone:
The issuing Court office completes a court- ordered deduction statement for non- voluntary garnishment deductions and sends to payroll for processing.	

### 3. Action Steps

<p><i>Describe the action steps relevant to the implementation of the policy.</i></p> <ol style="list-style-type: none"> <li>1. Payroll receives the completed authorization form from the employee or court.</li> <li>2. Payroll reviews the document for authenticity and reviews the employee's profile in Business Plus to determine if the employee is an active employee.</li> <li>3. If active, the deduction item is added to the employee's Pay Related Assignment profile within the Business Plus system.</li> <li>4. The deduction is processed during the normal bi-weekly payroll run or as defined by the originating party.</li> <li>5. Within 5 business days after the payroll has been processed, the Payroll Supervisor and Accounting Operations Supervisor will distribute the payments to the appropriate parties and provide backup documentation as required.</li> </ol>
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### 4. Equity Considerations

<p><i>Describe any equity considerations relevant to the implementation of this policy.</i></p>
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### 5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Direct Deposit Form	Document authorizing payroll to deposit monies into employees' accounts	
2. W-4 Form	Authorization to deduct Federal taxes from employees' pay	
3. AFSCME Union Due Form	Authorization to deduction AFSCME dues from employees' pay	
4. Court Ordered Garnishment	Authorization from the courts to deduct payments from an employee's pay	

## 6. Additional Information

*Describe any additional information relevant to the implementation of the policy.*