



# The Planetary Science Institute

## 2.07.4 DEDUCTIONS

**Policy No.:** 2.07.4

**Effective Date:**

**Last Revision Date:**

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### POLICY

Mandatory and voluntary deductions from an employee's paycheck shall be made in accordance with applicable law, and, when required, the employee's consent. Mandatory deductions include federal income tax (withholding) and Social Security and Medicare contributions (FICA). Examples of voluntary deductions requiring an employee's authorization include medical/dental premiums, retirement plan (TIAA-CREF) contributions, and Medical Reimbursement Account (MRA). Employees shall be required to complete all necessary forms as may be required by PSI or by law.

**View this policy online:** (<https://handbook.psi.edu/policy/2-07-4-deductions/>)