

The following items will be deducted during the payroll cycles indicated below. Please contact the Payroll department with questions about timing, or contact the Human Resources department with questions about making changes in Workday.

Biweekly Deductions for Hourly Employees

Hourly employees are paid every two weeks, totaling 26 pay periods a year. During two months of the year, hourly employees receive three paychecks.

24 pay periods (first and second pay period of every month)

If you have established a monthly amount, half of the monthly total will be deducted each pay period. During 3-paycheck months, these deductions will not occur on the 3rd paycheck.

- Employee portion of medical
- Employee portion of dental
- Supplemental life & AD&D insurance
- TASC
- Legal Shield
- Retirement elective deferrals - flat amount

26 pay periods (every pay period)

The items listed below will be deducted from every paycheck, including during a 3-paycheck month.

- All tax withholding, including additional withholding elections
- Retirement elective deferrals - percent based
- Advance repayments
- Direct deposit allocations
- Garnishments and Child Support Payments

Once per month for all employees - last payday of the month

The full amount of the items listed below will be deducted from one paycheck - whichever paycheck falls on the last pay date of the month.

- Gift deductions
- Parking pass payments
- Rent payments for Willamette Housing

Monthly Deductions for Salaried Employees

Salaried employees are paid on a monthly basis, with pay received on the last day of the month. If the last day of the month falls on a weekend, salaried employees are paid on Friday.

As the pay periods are evenly distributed throughout the year, all deductions are taken from the monthly check. There are no pay periods in which some deductions are not applied.