

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Establishing New Payroll Deductions	<u>Number</u> 109
Related Policy:	Payroll Deductions – 6Hx20-5.007	<u>Page</u> Page 1 of 1

I. Purpose

To establish a procedure for groups desiring to offer benefits to College personnel via the payroll deduction process.

II. Procedure

- A. Any group desiring to offer a benefit to College employees via payroll deduction must contact the Director, Human Resources.
- B. The Director, Human Resources, will consult with the Payroll Director for allowability.
- C. The Director, Human Resources, will present the request to the Benefits Committee.
- D. Any recommendation for additional payroll deductions must be accompanied by a statement indicating that the benefits exceed the costs or that the College is in compliance with laws, rules, and regulations.
- E. The final decision for initiating or eliminating payroll deductions will be made by the VP of Business Affairs.

Responsible Official	Director, Human Resources
President's Signature: 	Date: 10/14/2025