

Procedure: 4.9.7p

Payroll Deductions

Revised:

Last Reviewed: May 19, 2025

Adopted: September 28, 2001



I. PURPOSE:

The State Board authorizes the use of payroll deductions for all employees. The Commissioner shall approve the kinds and number of payroll deductions allowed.

II. RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of Board

O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties

III. APPLICABILITY:

All work units and Technical Colleges associated with the Technical College System of Georgia

IV. DEFINITIONS: N/A

V. ATTACHMENTS: N/A

VI. PROCEDURE:

Note: Employees with questions regarding this policy should contact their personnel representative. Personnel representatives who have questions regarding payroll deductions should contact the System Office for the Technical College System of Georgia at (404) 679- 1759.

Required Payroll Deductions

Employees of the TCSG are subject to the following required payroll deductions as described below:

1. **SOCIAL SECURITY TAXES** – O.C.G.A. §47-2-71 provides that a state employee who becomes a member of the Employees' Retirement System after September 1, 1956, must also contribute to the Social Security Administration (SSA). The rate and maximum amount of liability are set annually by the Social Security Administration.
2. **MEDICARE TAX** – Public Law 99-272 (the Consolidated Omnibus Reconciliation Act of 1985) provides that state employees who are not eligible for Social Security Tax must contribute to the Medicare Tax. The rate is set annually by the Social Security Administration.

3. **FEDERAL INCOME TAXES** – Chapter 24 of the Internal Revenue Code provides that all employees must have income taxes withheld from wages based upon their current Employee's Withholding Allowance Certificate (W-4).
4. **STATE INCOME TAXES** – O.C.G.A. 48-7-101 states that all employees must have income taxes withheld from wages based on their current Georgia Employee's Withholding Allowance Certificate (G-4).
5. **EMPLOYEES' RETIREMENT SYSTEM CONTRIBUTIONS** – O.C.G.A. 47-2-52 provides that employees, except for students, who are appointed at thirty-five (35) hours or more per week on positions budgeted nine months or longer, who select the Employees' Retirement System must have their contributions deducted from wages. After June 30, 1982, all members appointed must participate in the New Plan.
6. **TEACHERS' RETIREMENT SYSTEM** – O.C.G.A. 20-4-10 through 20-4-20 provides that employees, except for students appointed one-half time or more in a Teacher's Retirement System position budgeted nine months or longer, who elect the Teachers' Retirement System must have contributions deducted from wages.

VII. RECORD RETENTION: N/A