

TO: ALL COUNTY PERSONNEL
FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR
PREPARED BY: HUMAN RESOURCES
SUBJECT: PAYROLL DEDUCTIONS
PPM # CW-P-061

ISSUE DATE
May 22, 2015

EFFECTIVE DATE
May 22, 2015

PURPOSE:

To identify the types of payments that can be paid through payroll deduction by the Payroll Section of the Clerk and Comptroller's Office.

UPDATES:

Future updates to this PPM will be the responsibility of the Director of Human Resources Department.

POLICY:

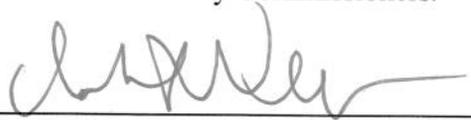
It is the policy of the County to limit the types of payments made through payroll deduction to those benefits/programs/agencies approved by the Board of County Commissioners or required by law.

Payroll deductions can currently be made for the following: Palm Beach County Credit Union, U. S. Savings Bonds, United Way, Health and Life insurance premiums, long and short term disability, union dues, prepaid legal, garnishments, levies and court ordered child support and student loans.

Employees interested in making payments from their checking or savings account of monthly insurance premiums, mortgage payments, etc., should contact their financial institution about automatic payment features.

PROCEDURES:

Agencies/businesses/companies requesting payments of premiums, services or loans by County employees via payroll deduction must get approval by the Board of County Commissioners.


ROBERT WEISMAN
COUNTY ADMINISTRATOR

Supersession History:

1. PPM# CW-P-061, issued 03/01/1995
2. PPM# CW-P-061, issued 06/14/2010