

**SCHOOLCRAFT COLLEGE**  
18600 Haggerty Road, Livonia, Michigan 48152-2696

**PAYROLL DEDUCTIONS**

The College Payroll Office is authorized to extend payroll deduction privileges for the collection of dues or service fees as specified in the various negotiated Master Contracts.

In addition, the Payroll Office of the College is authorized to make the following deductions:

1. Donations to the Schoolcraft College Foundation.
2. Payment for optional life insurance.
3. Employee portion of premium for various insurance programs.
4. Tax deferred purchase of retirement service.
5. Deductions for tax sheltered annuity programs as approved by the Executive Director of Human Resources.
6. Dependent Care Program.
7. Medical Spending Account Program.
8. Insurance Premiums
9. Health Saving Account Contributions
10. Fitness Center Monthly Fees
11. Miscellaneous as Approved

**All payroll deductions require the written authorization of the employee.**

Revised—Administrative Committee  
May 13, 1980  
Revised—Cabinet  
August 8, 1988  
April 9, 1997  
February 5, 2002  
February 18, 2003  
Reviewed—Accounts Payable  
November 5, 2004  
Revised—Cabinet  
September 18, 2012