

## Frequently Asked Payroll Questions

### How often do I get paid?

- SSCC employees are paid twice monthly. Pay dates are the 15th and the last day of the month. If these dates fall on a weekend or holiday, the pay date will be the last work day before the 15th or last day of the month.

### How will I get paid?

- SSCC employees are paid by direct deposit to the bank account(s) of their choice. A direct deposit authorization form is included in your new hire paperwork. If you would like to update your direct deposit information, [click here](#) for the form.

### Why isn't social security (F.I.C.A.) tax withheld from my paycheck?

- As an employee of a public institution that contributes to the State Teachers Retirement System (STRS) or Ohio Public Employees Retirement System (OPERS) you are only permitted (obligated) to have the Medicare portion of social security (1.45%) withheld. SSCC as the employer also makes a matching contribution of the 1.45% tax. [Click here](#) for more information on how this might influence your social security benefit upon retirement.

### Does SSCC provide payroll deduction for supplemental retirement savings over and above the mandatory retirement programs?

- Fixed percentages withheld from both STRS and OPERS (including alternative plans) are mandated by law and do not allow for additional contributions to those specific plans. SSCC does, however, offer additional, voluntary pre-tax payroll deduction for supplemental (additional) retirement savings that fall under the Internal Revenue Service Code sections 403 (b) and 457 rules. The list of companies that currently service SSCC's employees may be found on this site under [Supplemental Retirement Savings Plan](#).

### If I move, what forms do I need to complete?

- You need to complete an Employee Change of Address/Change of Name Form. Remember to complete a new city tax form if you move to a new city. If you move to a new school district or a new state, a new state tax form would also be required. These forms are available under the [frequently used forms](#) section of the website.

### Who do I contact if I need further information?

- Our payroll specialist is Mary Clinton who can be reached via email [mclinton@sscc.edu](mailto:mclinton@sscc.edu) or at (937) 393-3431 Extension 2651.