



### ***Bi-Weekly 12-Month Payroll Deductions for 2014 Calendar Year***

<b>Pay Number</b>	<b>Deduction Pay Date</b>	<b>Medical Coverage Period</b>
27	12/31/13	1st Half of January
01	01/15/14	2nd Half of January
02	01/29/14	1st Half of February
03	02/12/14	2nd Half of February
04	02/26/14	1st Half of March
05	03/12/14	2nd Half of March
06	03/26/14	1st Half of April
07	04/09/14	2nd Half of April
08	04/23/14	1st Half of May
09	05/07/14	<b>No medical deduction or Cash In Lieu Payment</b>
10	05/21/14	2nd Half of May
11	06/04/14	1st Half of June
12	06/18/14	2nd Half of June
13	07/02/14	1st Half of July
14	07/16/14	2nd Half of July
15	07/30/14	1st Half of August
16	08/13/14	2nd Half of August
17	08/27/14	1st Half of September
18	09/10/14	2nd Half of September
19	09/24/14	1st Half of October
20	10/08/14	2nd Half of October
21	10/22/14	1st Half of November
22	11/05/14	2nd Half of November
23	11/19/14	1st Half of December
24	12/03/14	2nd Half of December
25	12/17/14	<b>No medical deduction or Cash In Lieu Payment</b>
26	12/31/14	1 <sup>st</sup> Half of January

## **Monitoring Payroll Deductions**

The employee has a responsibility to periodically review their dependent coverage and regularly review online paycheck stubs to verify that the proper amount of money for benefit elections are being deducted from their pay. The University is not responsible for any excess contributions made because the employee failed to provide proper notification of ineligibility of a dependent. All notifications must be submitted on the appropriate forms within 30 days to Total Compensation and Wellness. You should keep copies of all forms turned in as well as all official University notices.

To monitor your coverage, check your Benefits Statement by logging into Pipeline. Click 'Employee' tab, then click 'Benefits and Deduction' in the 'Employee Self Service' section.

To monitor your deductions, check your Pay Stub by logging into Pipeline. Click 'Employee' tab, then click 'Pay Stub' in the 'Employee Self Service' section.

