

**FY 18 SPOT ANND ACHIEVEMENT AWARD PAYMENT CALENDAR
THRU MARCH 2018**

FY18 Spot Award Payment Dates: XX-2 Pay Cycle			
SRS Ticket Submitted to HR Due Date	SRS Ticket Must be Approved by HR Due Date (Goes to TSU)*	Compute	Pay Date
9/8/2017	09/18/17	09/21/17	09/27/17
10/6/2017	10/16/17	10/19/17	10/25/17
11/3/2017	11/13/17	11/16/17	11/22/17
12/1/2017	12/11/17	12/14/17	12/20/17
1/9/2018	01/19/18	01/24/18	01/31/18
2/8/2018	02/18/18	02/21/18	02/28/18
3/8/2018	03/18/18	03/21/18	03/28/18
			April - end of month
			May - end of month
			June - end of month

2018 Achievement Award Pay Date			
SRS Ticket Submitted to HR Due Date	SRS Ticket Must be Approved by HR Due Date (Goes to TSU)*	Compute	Pay Date
4/30/2018			date in late May or early June

*HR Generalist will not send Achievement Award requests to TSU until acceptance period begins in 2018.

*Employees that have been submitted for multiple awards totalling over \$5,000 will require approval by Executive Director, Human Resources which may result in a later payroll date.

Payroll Deductions
The following payroll deductions will be taken from Spot/Achievement award payments:
<ul style="list-style-type: none"> • 25% Federal Tax • 10.23% State Tax • 6.2%** OASDI (Old Age Survivor Disability Insurance, aka Social Security) • 1.45% Medicare
**The OASDI maximum taxable earning for 2017 is \$127,200.00. Once an employee reaches that amount for 2017, OASDI is no longer deducted until the year.

If employees who receive a Spot/Achievement have elected a percentage deduction for 403b and/or 457b (rather than flat dollar deductions) the deduction will be made.