



Payroll Deductions

For: NonAcademic Staff

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Tax Deductions & Exemptions

Federal and State laws require that employers withhold taxes from wages and salaries. Most staff are subject to Federal Income Tax, New York State Income tax, and Social Security deductions. Deductions are made by the payroll office on the basis of information furnished by the staff member on the W-4 form. Staff have the responsibility to keep the payroll office advised of changes in tax exemptions, marital status, and home address. Cornell student staff members who are enrolled full-time are exempt from Social Security except when they belong to the New York State Employees' Retirement System.

It may be possible for visiting foreign nationals to claim exemption from the Federal Income Tax under terms of the tax treaty with their country of citizenship. Upon request, the [payroll](#) office can provide the necessary forms.

Voluntary Payroll Deductions

Staff may voluntarily elect payroll deductions for a variety of services, including the staff benefit programs, parking fees and parking fines, United Way, Alumni gifts, savings bonds, and computer purchases from The Cornell Store.

CFCU Community Credit Union

Information about CFCU Community Credit Union is available [online](#).

Payroll deductions are arranged through CFCU Community Credit Union.

Auto Insurance

The automobile insurance program enables staff to purchase automobile insurance through payroll deductions without service or interest charges. The University makes no contribution toward payment of premiums.

HUMAN RESOURCES POLICY

- For a free, over-the-phone quote, please call (800) 553-4861. You may also contact the local Marsh representative by dialing this 800 number and pressing 4.
- If you would like additional information or want to get a free, online quote, visit [Marsh Voluntary Benefits](#) on the web.

NOTE:

For Cornell University policy information, visit the [University Policy Office](#).