

Know Your Rights!

What to Look for in Your Paycheck

With the start of the new academic year, **KSUFA recommends that all Faculty take a few minutes to review their latest pay stub**, which can be accessed through Flashline. You should ensure that all information is correct, paying particular attention to the following points:

- You received your first paycheck of AY 2024-25 on August 31st. Ensure that your new gross pay reflects whatever salary increases(s) you earned effective at the start of at the start of AY 24/25, including any promotion increment, salary adjustment, and/or other pay increase you may be expecting. This check should reflect the 3% standard increment increase to your 2023/2024 salary, which is calculated *before* any other salary adjustments.
- Check that the amounts deducted for your **medical and dental coverage** are correct; a chart of the contribution rates for calendar year 2024 can be found here:
https://www-s3-live.kent.edu/s3fs-root/s3fs-public/file/Contribution%20Table%20-%202024%20Medical%2C%20Vision%2C%20Prescription%20Drugs%20%2C%20Dental_0.pdf?VersionId=Yjl2DPnT3_OuftafmGadCUMs7wWZHmkh
- **If you are in a domestic partnership and you are enrolled in family health insurance coverage**, note that your contributions for medical and dental coverage will be taken out after federal tax, and you will see a “Taxable Domestic Partner Benefit” amount in the “Federally Taxable Benefits” section of your pay stub. Health care for domestic partners is subject to federal tax, and thus KSU is required to withhold federal tax on your health care contributions.
- **If you are married and enrolled in family health insurance coverage**, your medical and dental premiums should be deducted before federal tax and should not appear in the “Federally Taxable Benefits” section.
- Note that 14% of your pre-tax income will be deducted for your **retirement plan**, regardless of whether you are enrolled in STRS or one of the alternative retirement plans (ARPs).
- If you or your spouse, domestic partner, or dependent child is utilizing the **tuition waiver benefit**, note that, under certain circumstances, part or all of this benefit is taxable, and taxes will be deducted accordingly. In particular, the following is subject to federal taxation:
 - Employee: the portion of post-undergraduate or graduate tuition exceeding \$5,250 per year
 - Spouse and/or Dependent Children: all post-undergraduate or graduate tuition
 - Domestic Partner: all tuition at any level

Note that your tuition benefit covers the **general fee** and **instructional fee** only; other fees are not presently covered by this benefit.

If you notice any errors in any of these areas, or elsewhere on your pay stub, **contact the Office of Academic Personnel** (<https://www.kent.edu/academic-personnel>) . If you are not able to resolve the problem, you can contact KSUFA at office@ksufa.org or (330) 673-9118; we will be happy to assist you in any way we can.