

Wages and Pay Periods

- 2018-19 house advisors' wages are \$7,105 per semester which is equal to the cost of a regular dorm room and board plan B.
- House advisors' wages are spread over the semester, in 8 equal bi-weekly installments.

Fall 18	Spr 19	Gross Amount
Sept 7	Feb 8	\$ 888.13
Sep 21	Feb 22	\$ 888.13
Oct 5	Mar 8	\$ 888.13
Oct 19	Mar 22	\$ 888.13
Nov 2	Apr 5	\$ 888.13
Nov 16	Apr 19	\$ 888.13
Nov 30	May 3	\$ 888.13
Dec 14	May 17	\$ 888.09

W-4 Tax Considerations

Your W-4 withholdings selection will determine your net pay (gross pay less taxes).

- *The higher the number of W-4 exemptions, the lower the amount of federal and state taxes deducted.*
- *If you claim exempt, you **may owe taxes** when you submit your federal and state tax returns.*

Qs - Dawn Derry, Business Office, Eliot 306
derryd@reed.edu or payroll@reed.edu

Per Pay Period	Exempt	Single & 2	Single & 1	Single & 0
Gross	888.13	888.13	888.13	888.13
Federal		-43.86	-63.02	-82.17
State		-51.24	-57.25	-63.25
W/C	-0.01	-0.01	-0.01	-0.01
Net Pay	888.12	793.02	767.85	742.72

Per Semester	Exempt	Single & 2	Single & 1	Single & 0
Gross	7,105.00	7,105.00	7,105.00	7,105.00
Deductions	-0.08	-760.88	-962.24	-1,163.44
Net Pay	7,104.92	6,344.12	6,142.76	5,941.56

House Advisor Promissory Notes

Only sign a promissory note if you want part or all of your HA wages applied to your tuition balance.

- *Promissory notes allows you to pay part of your semester charges through 8 equal payroll deductions.*
- *Promissory notes are per semester*
- *Promissory notes are created upon request*

2 HA Promissory Note Options

1. ***Net pay amount*** = no HA paycheck
2. ***Less than net pay*** = partial HA paycheck

Qs - Sara Rosenberger, Business Office, Eliot 308

sara@reed.edu or business-office@reed.edu