



Greenburgh Central
School District
Our Children. Our Focus. Our Future.



Benefits

Immacolata Loffredo
T: 914.761.6000 ext. 3110
E: iloffredo@greenburghcsd.org

Payroll

Victoria Lucas
T: 914.761.6000 ext. 3109
E: vlucas@greenburghcsd.org

FREQUENTLY ASKED QUESTIONS

PAYROLL & BENEFITS

If I have a question regarding my paycheck, whom should I contact?

You should first contact the secretary at your school if you believe there is a problem with your paycheck. If the school has not resolved your issue, you may contact the Payroll Department at 914.761.6000 Ext. 3109.

How many allowances can I claim, so I don't owe any taxes at the end of the year?

The Payroll office cannot give tax advice. The IRS website has a withholding calculator which may provide you with some guidance: <https://www.irs.gov/individuals/irs-withholding-calculator> (Hint: The higher number of allowances will give you more money in your check. Claiming zero (lower number) will take more money out of your check for the Government)

If I am married but need to have more federal withholding taxes deducted, can I claim single status?

Yes, check the box 'Married but withhold at the higher single rate.'

I am not having enough taxes withheld. How can I change my W-4?

To make any changes in your withholdings, you need to complete a new W-4 form. After making the changes, please return completed form to the Payroll Department.

Can my Federal and State withholdings be different?

Yes. The W-4 form allows the employees to document their federal withholding authorization and the IT-2109 is for New York State taxes.

Can you please put my nickname on my paycheck because I don't like my legal name?

No. We can only use the name listed on your Social Security Card. If you get married or change your name, you need to complete a new W-4 form. After making the changes, please return completed form the Payroll Department.

What is a TSA?

A TSA is a Tax Shelter Annuity. An account that is set up with a financial advisor to deduct money from your check, before taxes, and send it to a 403(b) account. This account is usually a higher interest-bearing account and can only be accessed at a certain age during retirement.

What 403(b) company do you recommend for a TSA account?

Greenburgh Central School District does not recommend any particular company. The OMNI Group handles all the deductions from paychecks and manages all changes in the plan. Please visit the OMNI website www.omni403b.com or call them for more information: 1.877.544.OMNI (6664)



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What is FSA for Medical and Dependent Care?

The FSA is also known as IRS Flex 125 Spending Plan Account. It is a Health Care and Dependent Care Flexible Spending Arrangement (FSA) with Greenburgh that enable employees to set aside pre-tax deductions out of their paycheck to pay for eligible health care expenses. Monies put into the plan avoid both Federal Income Tax and FICA. You don't have to pay taxes on this money that you would have already spent on health-related expenses and dependent care expenses.

Remember: If You Don't Use It – You Lost It. Please see the FSA store online for items that are covered by Medical FSA: www.fsastore.com.

What is the Hudson River Teachers Federal Credit Union?

The Hudson River Teachers Federal Credit Union is a no-fee bank located in Mohegan Lake, NY that offers the opportunity to have deductions taken from your paycheck each payroll. It is different than a Direct Deposit. Greenburgh Central School District does not endorse the HRTFCU and is only a benefit to those interested in becoming a member of a credit union.

What is the New York State Retirement System?

The Teachers Retirement System and the Employees Retirement System are available to all Greenburgh employees who are on the payroll. There is plenty of information available on their websites:

For Aides, Clerks, Cleaners, Security:
ERS (New York State and Local Retirement System)
www.osc.state.ny.us/retire

For Teachers, Teaching Assistants, Coaches, Administrators:
TRS (Teachers Retirement System)
www.nystrs.org