

**WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS**  
**POLICY 40: SOCIAL SECURITY**

**STATEMENT:**

All employees of West Liberty University are covered by the Old-Age and Survivors Disability Insurance (OASDI) of the Social Security Program, and thus are eligible for benefits in accordance with the legislation governing the program as operated by the federal government.

**PROVISIONS:**

I. Each eligible employee must have or obtain a Social Security Card, and supply to the Human Resources Department a completed Treasury Form W-4 with Social Security Number and other information necessary in withholding insurance contributions.

II. The Social Security Tax (F.I.C.A.) is deducted from the pay of employees and matched on a like percentage basis by the University prior to remittal to the Social Security Administration. The actual mandatory deduction percentage and the University's limits to matching contributions are determined by law.

III. Each employee is responsible for notification of the University and Social Security officials regarding name changes. An employee is strongly encouraged to contact the local office of the Social Security Administration should name changes occur. It is the responsibility of the employee to ensure that Social Security deductions from the employee's pay are credited to the name associated with their Social Security number maintained by the Social Security Administration.

IV. Each employee may request projected benefits from the local office of Social Security and is encouraged to do so for financial and/or retirement planning. A form is available for this purpose by making a request of the local Social Security Administration Office. The form is called a "Personal Earnings and Benefit Estimate Statement" (PEBES).

Approved by the WLSC Board of Governors on 12/11/06.