



STRIVE

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Transition to Semi-monthly Payroll Frequently Asked Questions (FAQs)

1. Does the change from once a month pay to semi-monthly/twice a month payroll affect all employees?

Yes, the change will affect all County employees.

2. When will the change take place?

The change will occur in January 2022. The December 30, 2021 paycheck will be the final payroll that includes one month's worth of pay. The next paycheck will be available to employees on Friday, January 14, 2022. Payroll will be processed at the middle and end of each month from that point forward.

3. Why are we making this change?

There are a number of reasons we are making the change:

- *For numerous years, employees have requested that we process payroll more frequently.*
- *We have experienced recruitment challenges by only processing payroll one time per month; we have had applicants reject offers of employment because of being paid only once a month.*
- *Numerous separating employees have expressed concerns about once a month pay when participating in exit interviews.*
- *Part-time employees sometimes do not receive payment until 6 weeks after they work, creating a delay and financial challenge; the same is true for overtime pay for full-time employees.*
- *The majority of employers process payroll more frequently than once a month; this change will bring us in line with other employers.*

4. Why are we making this change now?

The County is in the initial phase of implementing a new system that will eventually streamline payroll and other processes. It is best to set the new system up for semi-monthly pay from the beginning. Once the new system is implemented, both the old system and the new system will need to run for several months to ensure the new system is performing correctly. Additionally, this type of change is implemented best at the beginning of a new calendar year.

5. How much of my pay will I receive each pay day?

Full-time employees will receive 1/24th of their salary each payday. Part-time employees will receive pay for all hours worked within the pay period dates identified on County Pay Schedule for the respective payday.

6. When will I receive my overtime pay?

Overtime pay will be paid for all overtime worked within the pay period dates identified on the County Pay Schedule. Deputy Sheriffs and Firefighter/Medics will be paid according to their respective pay schedules.

7. Do I need to update my direct deposit information or payroll withholdings?

No, there is not a need to update your direct deposit information or payroll withholdings unless you wish to change them. If you currently have a specified dollar amount being directly deposited into an account; half of the current specified amount will be deposited each payday. If you have a specific dollar amount being withheld for payroll taxes, half of the specified dollar amount will be withheld each payday.

8. How will my benefit deductions be processed (ex. Virginia Retirement System, health insurance, supplemental insurance policies, deferred compensation)?

Half of the current deduction amount will be processed each payday.

9. When and how will I accrue annual and sick leave?

Full-time employees will accrue half of their annual and sick leave for the month on each payday; the accrual will be visible on each paystub.

10. When will leave that I have taken show on my paystub?

Leave taken by full-time employees will be deducted according to the pay schedule. For example, if a regular full-time employee takes leave on January 13, it will be deducted and reflected on the January 31 paystub.

11. How can I help ensure that my paycheck is correct?

Employees should accurately enter their worked and non-worked time on a daily basis so that the timesheet is ready for their supervisor's approval per your department's process and can be forwarded to Payroll no later than the due dates on the Pay Schedule. Also, employees should review their paycheck in EPAY as soon as possible after receiving the EPAY email, since there is only a short window of time for Payroll to make corrections between that email going out and the payroll file going to the bank for payment.