

To: All Employees
From: Arthur O'Hare, Finance Director

The Board of Commissioners has approved moving forward to switch to biweekly payroll on October 1, 2017. Although this is over three months away, it is not too early to begin preparing for this change. In order to help all employees prepare for this transition to biweekly payroll, we will distribute an informational email about every two weeks that will provide an overview of pertinent topics, including benefits, deductions, taxes, accruals, and personal budgeting.

What is a biweekly payroll?

A biweekly payroll pays employees more frequently, every two weeks. However, the employees' actual salary and payroll taxes do not change. The frequency with which the employee is paid during the year does not change your annual salary or tax status.

What are the advantage to me?

- Biweekly payroll gives you quicker access to the money you earn.
- Your Paydays are predictable and consistent every two weeks.
- Your paycheck will reflect actual time worked – no more estimates.

What will my payday change to?

You will be paid on the same day, every other week; currently we are planning every other Tuesday. You can review the **Payroll Calendar** here for the proposed pay dates.

On March 1, 2017 Human Resources sent an email to all employees with a document that explains biweekly payroll in more detail. This document provides all of the basic information you need to prepare for a biweekly payroll change. You may review it here: **Biweekly Question and Answer Link.**

If you have any questions which need immediate assistance, please contact me via email. This will allow me to compile a list of additional information that may be helpful to others. I will send out another email to everyone in two weeks. Thanks.

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