

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

This is the second email in a planned series of emails to help employees prepare for the change from monthly paydays to biweekly paydays, as approved by the Board of Commissioners.

I am currently paid on the 7th of each month. What will my payday change to?

You will be paid on the same day, every other week. We are planning every other Tuesday, approximately 7 business days after the end of the pay period. This will ensure adequate time for timesheet and payroll processing.

I know that there are 12 monthly paydays in a calendar year. How many biweekly paydays are in a calendar year?

A biweekly pay cycle consists of 14 days, beginning on Sunday and ending on the second Saturday of the pay period. You are paid every two weeks, giving you a total 26 biweekly paydays in a calendar year. Please note that the frequency with which you are paid during the year has no effect whatsoever on your annual salary or hourly wage.

When will the change from a monthly payday to a biweekly payday take effect?

October 1, 2017 is the proposed start date.

- You will receive your full monthly paycheck on Friday, October 6, 2017 for hours worked from September 1 through September 30, 2017.
- You will receive your first biweekly paycheck on Tuesday, October 24, 2017 for hours worked from October 1 through October 14, 2017.
- You will receive your second biweekly paycheck on Tuesday, November 7, 2017 for hours worked from October 15 through October 28, 2017.
- You will receive your third biweekly paycheck on Tuesday, November 21, 2017 for hours worked from October 29 through November 11, 2017.
- You will receive your fourth biweekly paycheck on Tuesday, December 5, 2017 for hours worked from November 12 through November 25, 2017.
- You will receive your fifth biweekly paycheck on Tuesday, December 19, 2017 for hours worked from November 26 through December 9, 2017.

You can review the [**Payroll Calendar**](#) here for the proposed pay dates.

You can review the [**Biweekly Question and Answer Link**](#) here for all of the basic information you need to prepare for a biweekly payroll change.

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.

Arthur O'Hare, Finance Director

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