

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

This is the third email in a planned series of emails to help employees prepare for the change from monthly paydays to biweekly paydays beginning in October 2017, as approved by the Board of Commissioners.

Deductions

- Benefit deductions include Medical, HSA, Vision, Dental, Life Insurance, and Long-term Disability. Benefit deductions will be paid with each biweekly check, with the first half of your deduction in the first biweekly check of the month, and the second half of your deduction in the second biweekly check of the month. In those months where you receive a third biweekly paycheck there will be no benefit deduction withheld.
 - Note – the first month where you will receive a third check will be January 2018.
- Deferred Comp – if your contribution is set up as a percent of salary, the percentage amount is taken from all 26 biweekly paychecks. If your contribution is a fixed flat dollar amount, the amount will be split in half and 50% will be withheld from each biweekly check. In those months where you receive a third biweekly paycheck there will be no additional amount withheld.
- Union Dues – if dues are based on a percentage of your salary, the percentage amount will be taken from all 26 biweekly paychecks. Dues that are flat fixed amounts will be split in half and 50% will be withheld from each biweekly check. In those months where you receive a third biweekly paycheck there will be no additional amount withheld.
- PERS – contributions are based on a percentage of your salary; therefore the deduction is taken from all 26 biweekly paychecks.
- Taxes – taxes are based on a percentage of your salary using your W-4; therefore taxes are taken from all 26 biweekly paychecks.
- Additional Taxes – if you currently have an additional tax amount deducted from your monthly paycheck, that amount will be split in half and 50% will be withheld from each biweekly check. In those months where you receive a third biweekly paycheck there will be no additional tax withheld.
- Garnishments – if the garnishment is calculated as a percent of your earnings, the deduction is taken from all 26 biweekly checks up to the maximum allowed by federal and state regulation. If the garnishment is a fixed flat dollar amount, then the amount is recalculated to a biweekly amount and taken from all 26 biweekly checks.

Form W-4 Employee's Withholding Allowance Certificate

You can adjust your W-4 at any time in the ESS, or using a paper W-4 obtained online, in HR or Finance. Please see the W-4 Forecast under the "Pay" tab of the ESS, as well as the W-4 Adjustment. Note, Forecasts WILL NOT adjust your W-4. When you find a forecast that provides sufficient withholdings for you, you will need to copy those selections to the W-4 Adjustment. An email confirmation will notify you when the adjustment was accepted into our payroll system.

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.

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