

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

This is the fourth 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. Employees will receive the last monthly paycheck on Friday, October 6 and the first biweekly paycheck on Tuesday, October 24.

Budgeting

You are receiving your earnings sooner, and more frequently, but this does not always mean on the same date each month. Paydays will be every other Tuesday beginning October 24, 2017. See the attached link to the Payroll Calendar to review the proposed paydays. It is important that you review your personal budget situation and determine your cash flow needs based on the new biweekly pay schedule.

What if I pay some of my bills through automatic bill pay?

If you have automatic bill pay set up for any regular expenses, such as mortgage payments, student loan payments, or car payments, we encourage you to review your personal bill cycle to ensure that earnings received earlier in the month are available for the bills due later in the month. If necessary, you should work directly with your financial institutions(s) to adjust your automatic withdrawal or bill-pay dates to align with your new biweekly pay schedule.

Will I need to make any changes to my direct deposit?

No. If you currently receive your pay via direct deposit, you do not have to make a change. If you deposit a fixed flat-dollar amount, the amount will be recalculated to a biweekly amount and taken from all 26 biweekly paychecks. You can adjust your fixed flat dollar amount at any time in the ESS.

Monthly Draw Eliminated

Monthly draws are no longer required as every employee will be paid every other week. The last monthly draw will be dated September 21, 2017 and will be paid back on your monthly paycheck of October 7, 2017 as usual. The first biweekly paycheck will be dated October 24, 2017 for hours worked October 1 through October 14, 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. Please feel free to share this information with any employee who does not have email as well as any employee who may be off work at this time. Thanks.

Arthur O'Hare, Finance Director

Josephine County, Oregon
541-474-5222 Office