

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

**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.**

This is the fifth 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.

### **Medical and Healthcare benefits**

Medical and healthcare benefits will be deducted from 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. Note that when three biweekly checks fall within the same month (e.g. January 2018) the third check will have no benefit deductions withheld.

#### **Important note:**

Due to Open Enrollment and our new healthcare benefits deduction beginning on October 1, 2017, we will begin withholding the first half of your healthcare deduction on the October 7 payroll and the second half of your healthcare deduction on the October 24 payroll. This is necessary in order to update your healthcare deduction only once on your employee record.

### **Accruals for PTO and Vacation/Sick Leave**

Accruals for PTO and Vacation/Sick Leave (Sheriff Only) currently occur on the last day of each month and are available to be used in the following month. Beginning October 1, accruals will occur with the close of each week and will be available to be used in the following pay period. Accruals balances are available on Time Clock Plus.

### **Deductions and Withholdings – change in process of fixed flat-dollar amounts**

Please note that we are changing all non-healthcare fixed flat-dollar deductions and withholdings to a biweekly amount. All fixed flat-dollar amounts will be recalculated to a biweekly amount and taken from all 26 biweekly paychecks. For example, a \$100 per month savings deposit will be converted to biweekly as follows: \$100 per month times 12 months per year divided by 26 pay periods per year equals \$46 deposit per biweekly paycheck. Note that you may change your deductions at any time using the ESS web site **or forms available in HR or Finance.**

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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