

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

**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 seventh 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.

### **Biweekly Payroll Transition**

**How this will affect your pay:** This transition will not change what you earn at Josephine County. You will simply be paid in two-week intervals rather than one-month intervals. However, we recognize that the timing of the initial transition could create a temporary financial concern for some employees as you move from monthly paychecks to biweekly ones. To assist employees through the biweekly transition, the Board of Commissioners approved offering a **one-time opportunity** for employees to cash out up to 40 hours of accrued Comp Time or accrued PTO/Vacation.

### **Transition Assistance Offer**

The Josephine County Transition Assistance Offer is intended for county employees who have an immediate need for assistance in meeting their financial obligations during the transition from a monthly to a biweekly paycheck. County employees may request a cash-out payment of up to a maximum 40 hours combined of accrued Comp Time or accrued PTO/Vacation Time. Your accrued leave balance will be reduced by the amount of hours you elect to cash out and will no longer be available for use. If your accrued leave balance is insufficient to process the requested cash out, Payroll will only pay up to the current available balance in each leave bank posted as of October 14, 2017. Cash payment will be included on the November 7, 2017 paycheck. Payment is subject to taxes and withholdings. Participation is voluntary.

### **Transition Assistance Instructions**

Employees – very similar to normal time-off request, just using the Pay-Out code instead. To request a cash out of leave banks:

- Verify the balance in each of your leave banks
- Make a separate request for each leave bank using the appropriate Pay-Out code below
- Step-by-Step Instructions:
  - Log in to Timeclocks Plus
  - Click on the Requests tab
  - Go to October 21 and double click on the “+”
  - Under Start Time – put in anytime
  - Under Hours – put in up to 24 hours or the number of hours you wish to have paid out of THAT bank. Please note the system will not allow a request of more

than 24 hours in any one day. Therefore **if you are** requesting more than 24 hours cash out from one leave bank, divide your request **into two equal amounts and** spread over 2 days. See link to sample request below for illustration.

- If you are requesting more than 24 hours from the same leave bank, pull down the days and select 2 days
- You must use one of the following codes to request cash out:
  - 1015 PTO Pay-Out
  - 1025 Vacation Pay-out
  - 2030 Comp Pay-Out
- Under Description, type “Transition Assistance cash out” or something similar

**You will receive the pay-out, subject to withholding and taxes, on your November 7<sup>th</sup> biweekly check.**

Click here to see a sample **Transition Assistance Request** for a 40-hour PTO pay-out. If you have questions while filling out your request, please contact your timekeeper, or Carlton at 3217, or Sandy at 5253.

Managers and Timekeepers – you will receive a separate email with specific instructions on how to review and approve Transition Assistance Requests. In general, it is the same as approving a normal PTO/Vacation request, except the employee is using one of the pay-out codes above. In addition, your approval verifies that:

- Employee has sufficient accruals in that bank; and
- Employee will not go into a negative bank balance by cashing out; and
- The total of all requests for pay out does not exceed 40 hours.

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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