

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

Please 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 eighth 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.

Final Monthly Paycheck – Are You Ready for Biweekly Payroll?

Payday is October 6 – you are being paid for all hours worked in the month of September. This is the final full month paycheck. If you pay a portion of your health coverage, this check may be slightly more than normal as only one-half of your healthcare deductions are being deducted. The second half will be deducted from your first biweekly paycheck on October 24.

What will change?

Paydays will be every other Tuesday, beginning October 24. Your healthcare deductions will be divided equally between the first two checks of each month. Non-healthcare deductions will be withheld from all 26 biweekly checks. Your taxes and PERS deductions will remain at the W4 and 6% amounts as before. Monthly draw is eliminated. Your accruals for vacation/sick leave (Sheriff Office only) and PTO will occur at the close of each week. And you will need to follow your new budget/payment schedule for your personal bills.

Transition Assistance

Be sure to request your one-time only cash out of up to 40 hours of Comp Time and PTO/Vacation. All requests must be submitted and approved by Oct 21. See Biweekly Payroll #7 Transition Assistance for details.

Recap of Biweekly Payroll Emails

Copies of all emails are available on the county website under Finance Office. See <http://www.co.josephine.or.us/Page.asp?NavID=2046>.

#0 – Biweekly Question and Answer 03/01/2017

#1 – Payroll Calendar 06/30/2017

#2 – Paydays 07/21/2017

#3 – Deductions 08/04/2017

#4 – Budgeting/Monthly Draw Eliminated 08/25/2017

#5 – Healthcare Benefits and Accruals 09/01/2017

#6 – Cash Flow/Personal Bill Cycle 09/08/2017

#7 – Transition Assistance 09/22/2017

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. Thanks.

Arthur O'Hare, Finance Director
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