

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 sixth 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 is the most common pay practice among employers as it allows employees to be paid more frequently. However, because this transition impacts the amount of each paycheck, we strongly encourage you to read the information provided in this email and take any necessary steps to ensure a smooth transition.

### **Bill Cycle**

Be aware that bills can be annual, quarterly, monthly, or weekly. For example, you may purchase gasoline every week, go grocery shopping every two weeks, pay your rent or mortgage every month, pay your car insurance every six months, and pay your property taxes once a year. You will need to map out the timing of your personal expenses to compare to your biweekly pay dates to identify where you may need to save current earnings for bills due later in the month or year. Please use the Payroll Calendar link below to see actual biweekly pay dates for the next year.

### **Cash Flow**

There is no annual difference in pay between monthly paychecks and biweekly paychecks. It is only a change in the timing of your paychecks. Instead of receiving 12 monthly paychecks, you will receive 26 biweekly paychecks. Again, the annual total will be the same, but the amount of each biweekly paycheck will be less than your monthly paycheck. Each paycheck will be less because you will be receiving more paychecks per year.

### **How is Biweekly Pay Calculated?**

To calculate your gross wages on a biweekly pay schedule, divide your total annual salary by 26 pay periods. For example, \$50,000 divided by 26 equals about \$1,923.08 every two weeks. The monthly salary can be calculated by multiplying the biweekly pay by two. Therefore, \$1,923.08 X 2 equals \$3,846.16 for 10 months. Two months of the year you will receive \$5,769.24. Please note that January, 2018 is the first month where you will receive three paychecks.

### **Transition Assistance**

We recognize that the timing of the initial transition could create a temporary financial challenge 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. My next email [Biweekly Payroll #7 – Transition Assistance](#) will explain the details of this offer.

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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