



# Bi-Weekly Payroll

**DEPUTY MAYORS**

**ERIN LITVACK & DARRIN CASPER**

**January 2018**



# Proposal

- Mayor's Office & Mayor's Finance recommend July 1, 2018 implementation
  - Gives employees five months to prepare and adjust their individual budgets as necessary
  - Matches effective dates for most grants
  - First month with three paychecks is the following month, August 2018



# Education of employees

- Multiple informational emails
- Eight Townhall Meetings with approx. 160 attendees
- Blog post including:
  - Summary of the proposal
  - FAQs
  - Proposed payday schedule for 2018 and 2019
  - Links to articles on how to budget personal finances
  - Section to post comments and questions



# Employee advantages:

- Will be paid every other Friday
- Paydays will always be 14 days apart instead of up to 17
- Will consistently have an 80-hour pay period instead of 72, 80, 88 or 96
- Overtime pay will match the period when it was earned
- Check stub will be easier to read/understand
- Will receive an additional two paychecks per year



# Employee disadvantages:

- Lower pay per paycheck (receive 2 additional checks per year)
- Inconsistent pay dates each month



# Business process advantages:

- Solves Project Costing issues
- Simplifies Payroll to General Ledger
- Payroll process is standardized



# Accounting changes

- July 1, 2018 - 24 pay periods per year to 26
- January 1, 2019 – convert from 2080 to 2087 hours
- Example: employee in 2018 salary of \$50,000 paid \$50,000
- County will have a non-cash expense/accrual of 1 day due to 261 days instead of 260



# Questions?