

Q: Why are we moving to biweekly pay?

- The City is upgrading its Infor (Lawson) payroll system. The new system will allow on time payroll processing and with fewer errors.
- It is a leading industry practice to pay employees biweekly.

Q: How does biweekly pay benefit employees and what's the difference between our current pay periods and biweekly pay periods?

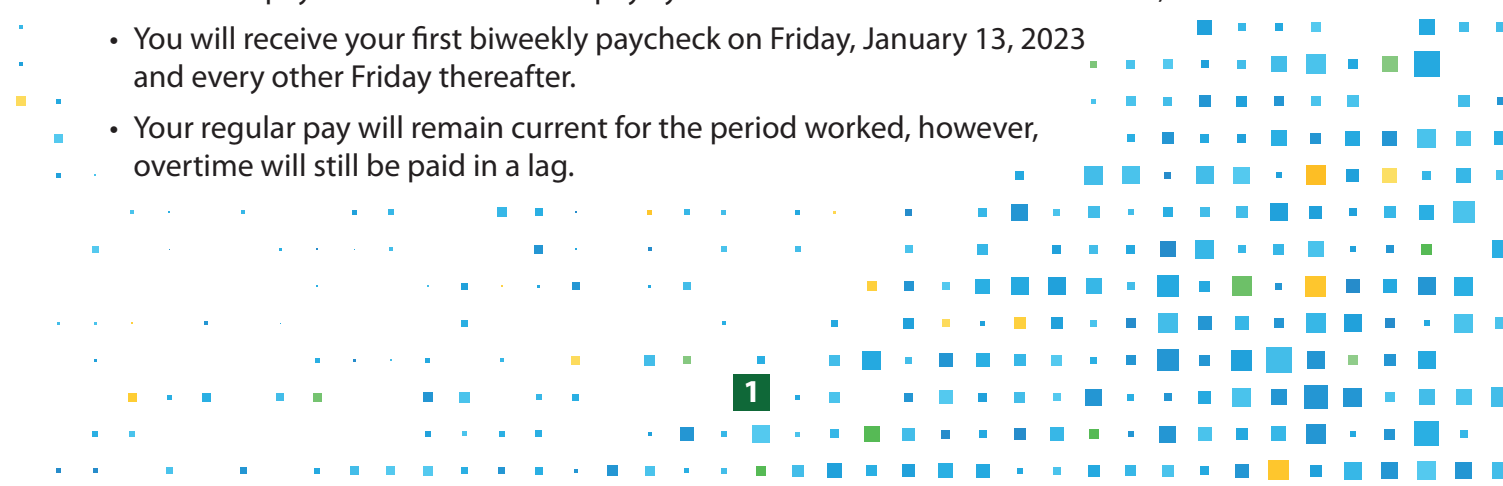
- Your salary does not change.
- Switching to bi-weekly pay gives employees more consistent pay, every other Friday. You will be paid earlier in some months.
- With biweekly pay, employees are paid more frequently, receiving a paycheck every 14 days.
- Currently, employees get paid every 15 to 16 days.
- Employees are paid 26 times per year instead of 24.
- You will receive three paychecks two months of the year.

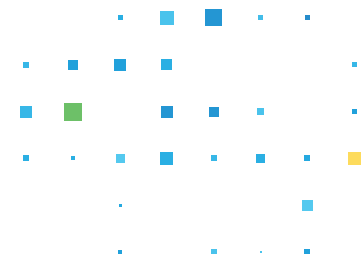
Q: Who is impacted by this change?

- All employees will be impacted and will be paid biweekly, with the exception of Coliseum roster employees.

Q: How will this affect my pay?

- This does not change what you earn annually.
- You will get paid more frequently, every other Friday unless there is a holiday. See the [Biweekly Payroll Calendar](#).
- Currently, full time employees are paid 86.67 hours per pay period. With biweekly pay, full time employees will be paid 80 hours per pay period.
- Full time employees will receive more checks, but 6.67 hours less per paycheck.
- Part-time benefited employees will be paid a prorated amount 40, 50 or 60 hours and roster employees will be paid actual hours worked.
- You will be paid 26 times per year instead of 24.
- Your final paycheck on the current pay cycle will be received on December 31, 2022.
- You will receive your first biweekly paycheck on Friday, January 13, 2023 and every other Friday thereafter.
- Your regular pay will remain current for the period worked, however, overtime will still be paid in a lag.





Q: How will my benefits and deductions change?

- All benefit deductions including medical, dental, and vision will reflect the new 26th pay period annualized rates effective January 1, 2023. Other deductions included are child support, union dues, United Way, etc. that will also change. See the [Payroll Deduction document](#) for a list of deductions.
- You will continue to earn the same amount of annual and sick leave per month.
- If an employee ends employment, deductions are taken out of the final paycheck and the benefits will end at the end of the pay period.

Q: Who do I contact for questions about this change?

- Contact your departmental HR Representative or Benefits Assistant.

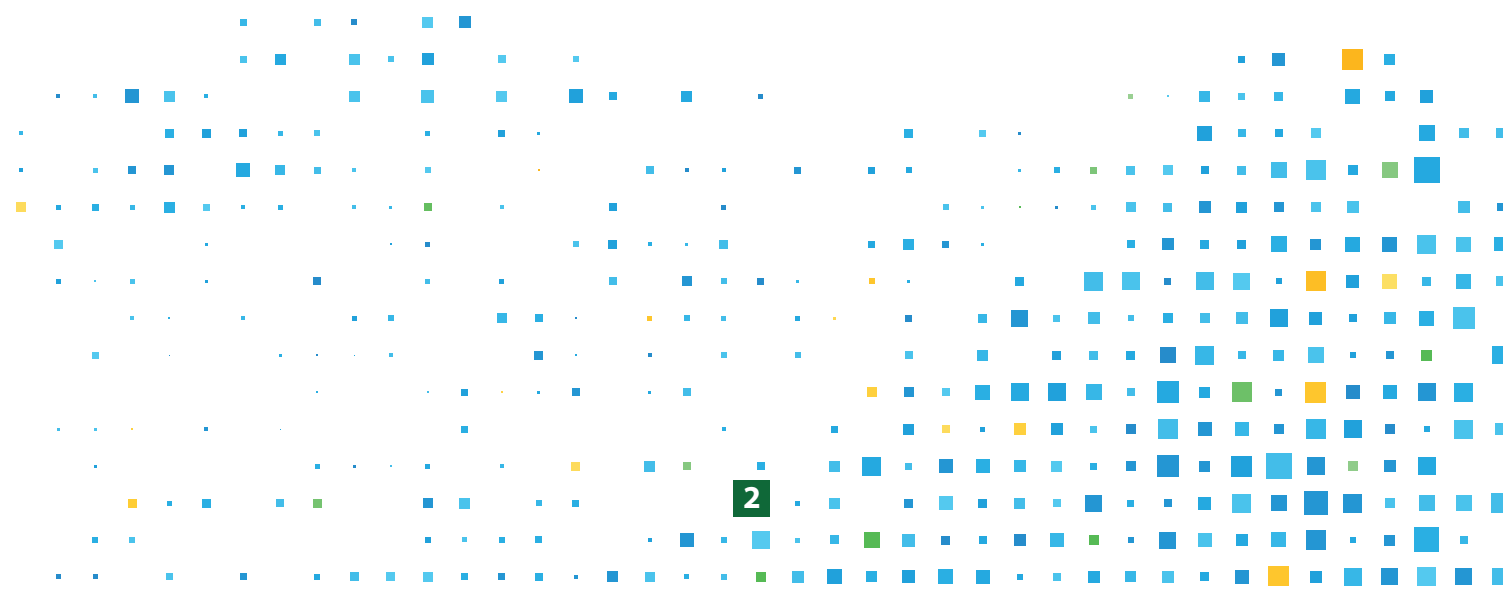
Q: What can I do to prepare for this change?

- Start early and plan ahead, begin reviewing your monthly expenses and the timing of your payments.
- Request that creditors/lenders/financial institutions adjust automatic withdrawals or bill-pay dates to align with the new pay schedule.
- Review personal budget and determine income needs based on the new biweekly pay schedule.
- Review tax withholding elections and confer with your tax advisor whether you need to make any adjustments.
- Pay particular attention to elected additional tax withholding amounts, as the amount elected will be withheld every biweekly paycheck (26 checks) which will increase the amount deducted.

Q: How will this affect my cash flow?

- Your salary is not changing. You will be paid more frequently, however the check amount will be less. But remember, with more paychecks, your annual pay will remain the same.

Q: Will the City offer any transition assistance to employees that may experience economic hardships during this transition?



- Yes - benefited employees with accrued leave have the option of cashing in up to 10 hours of approved leave to be paid on your January 13 paycheck. The City will match your cashed-out leave, hour for hour up to 10 hours. Leave cashed in will come from accrued FLSA comp, banked holidays, or Annual Leave. Leave pay outs will not include accrued Sick Leave or Planned Leave Without Pay leave amounts.
- Part time (PT) employees may request leave pay outs prorated as follows:
30 hour PT – 7.5 hours, 25 hour PT – 6.25 hours, and 20 hour PT – 4.0 hours.
- If I do not have any leave to cash out, am I eligible for the City match? No, employees that have zero hours of leave are not eligible. However, probationary employees that have accrued FLSA comp time, may use those hours.

Q: How do I request transition assistance?

- Employees will request transition assistance through the benefits portal during the annual open enrollment process. More instructions will be given at a later date.
- Do I have to repay the transition assistance pay out? No, transition assistance does not have to be paid back to the City.

Q: Where do I go to get more information?

- Visit the biweekly pay information page on [CityNet](#) and the [external website](#).
- Attend an information session to learn more about switching to biweekly pay.