



PAYROLL CHANGES TO BEGIN JANUARY 2022

WHAT IS HAPPENING?

Beginning January 2022, Albemarle County (including ACPS employees) will move from a “Pay by Exception” model to a “Positive Pay” model. Along with this change, employees will now be paid every other week, on Friday, rather than once on the last business day of the month.

WHAT ARE THE BENEFITS OF THIS CHANGE?

We are moving to this new payroll process for several reasons:

- It is easier for employees to understand what hours are reflected in their paycheck
- Employees will receive additional pay like overtime or call-back pay faster
- New hires will receive their first paycheck sooner
- The move ensures that we are complying with the Fair Labor and Standards Act

WHAT DO I NEED TO DO?

- Start looking at your finances now! Don't wait until it's too late to make bill due date adjustments
- Use this time to practice Kronos. We will still use Kronos for time keeping, so it is important that you know how Kronos works.
- Know the pay period. The pay period now begins at 12:01 a.m. on Saturday and ends at midnight two Fridays from that day.

FINANCIAL PLANNING ASSISTANCE AVAILABLE

Employees can call **833-306-0108** to speak with a financial planner who can help advise you on budgeting, adjusting your current budget, and the process of adjusting bill payment dates.

Employees can access resources through GuidanceResourcesOnline by visiting **guidanceresources.com**. Use the Organizational Web ID **ALBEMARLE** to register.

FOR MORE INFORMATION



Scan this QR code for more information and frequently asked questions, or visit **k12albemarle.org/payrollclarity**.



Keep watching for **Compass articles** with training materials, financial tools, and more!

PAY BY EXCEPTION VS. POSITIVE PAY

PAY BY EXCEPTION

1/12 YEARLY SALARY (BASE PAY)



EXCEPTIONS (LIKE OVERTIME, CALL-BACK)



PAY BY EXCEPTION PAYCHECK



POSITIVE PAY

ACTUAL HOURS WORKED



POSITIVE PAY PAYCHECK