

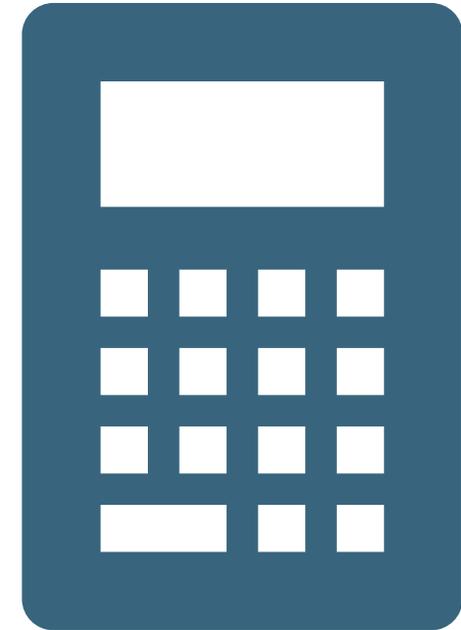
Payroll Clarity Project

Pay Transition Calculator
Instructions for 12-Month
Employees



Transition Pay Calculator Overview

- The following slides provide instructions on how to use the Pay Transition Calculator as part of your decision-making process related to the Payroll Clarity Project
- The Payroll Clarity changes go into effect beginning January 1, 2022
- The Pay Transition Calculator will provide estimates regarding your take home pay, any deductions, etc., and may be used to assist you in understanding the impacts of the One Time Pay Advance Option



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Preparation Steps

- You will need to download the Transition Pay Calculator to your desktop so that you can enter your specific pay data.
 - Click the button labeled for the employee group you belong to
 - This will automatically download the Microsoft Excel file to your device
- You will need to access Greenshades to gather pay data; those instructions start on the next slide.

Accessing Information for the Calculator

- In order to enter the correct information into the Pay Transition Calculator, you will need to access a paystub in Greenshades.

Access pay statement information

Login to Greenshades

On the right side you should see your most recent paystub. Click the "View Paystub" button

Download or print using the buttons in the top right corner of your pay stub (or note your paystub details)

Use your paystub information to fill out the calculator

The image shows a sequence of steps for accessing paystub information. At the top right, the County of Albemarle logo is visible next to a login form. The login form has a 'Log in with account' section with 'Email Address' and 'Password' input fields. Below this, a 'View Paystub' button is highlighted with a red box. In the center, a 'Your Most Recent Paystub' window displays 'Net Pay \$2,400' and 'YTD \$24,000'. At the bottom, a 'paystub.pdf' window is open, showing a 'Direct Deposit Earnings Statement' table. The table includes sections for Earnings, Payroll Deductions, and Taxes, with columns for Description, Rate, Amount, and YTD Amounts. Download and print icons are circled in red in the top right corner of the PDF viewer.

County of Albemarle 401 MCINTIRE ROAD CHARLOTTESVILLE, VA, 22902 4342965855		Direct Deposit Earnings Statement DD #####			
Pay Date	Start Period	End Period			
8/31/2021	7/10/2021	8/31/2021			
Earnings		Hours	Amount	YTD Amounts	
Base Pay	\$24.0395	173.33	\$4,166.85	\$33,334.83	
Additional Pay	\$0.00	0	\$0.00	\$0.00	
Total:		173.33	\$4,166.85	\$33,334.83	
Payroll Deductions		Year To Date	Taxes		
Description	Amount	Code	Amount	Year To Date	
Sample Deduction 1	\$37.50	FED	\$301.86	\$2,414.88	
Sample Deduction 2	\$37.50	SS	\$258.34	\$2,066.72	
Sample Deduction 3	\$100.00	MED	\$60.41	\$483.28	
		VA	\$196.57	\$1,572.56	

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Sample Paystub and Information

Once you have access to your pay stub, please note the following areas for use with the pay calculator:

- **Monthly Base Pay**

- **Monthly Stipend total***

- **Deductions**

- **Taxes**

County of Albemarle 401 MCINTIRE ROAD CHARLOTTESVILLE, VA, 22902 4342965855		Direct Deposit Earnings Statement DD #####			
		Pay Date	Start Period	End Period	
		8/31/2021	7/10/2021	8/31/2021	
Earnings					
Description	Rate	Hours	Amount	YTD Amounts	
Base Pay	\$24.0395	173.33	\$4,166.85	\$33,334.83	
Additional Pay	\$0.00		\$0.00	\$0.00	
Sample Stipend 1**	\$167.00		\$167.00	\$1,336.00	
Sample Stipend 2**	\$50.00		\$50.00	\$400.00	
Total:		173.33	\$4,383.85	\$35,070.83	
Payroll Deductions			Taxes		
Description	Amount	Year To Date	Code	Amount	Year To Date
Sample Deduction 1	\$37.50	\$300.00	FED	\$301.86	\$2,414.88
Sample Deduction 2	\$37.50	\$300.00	SS	\$258.34	\$2,066.72
Sample Deduction 3	\$100.00	\$800.00	MED	\$60.41	\$483.28
			VA	\$196.57	\$1,572.56
Total:		\$175.00	\$1,400.00	Total:	\$817.18
Payroll Benefits			Net Wage Amounts		
Description	Amount	Year To Date			
Sample Benefit 1	\$47.77	\$382.16	Net wages/period		\$3,391.67
Sample Benefit 2	\$201.45	\$1,611.60	Net wages YTD		\$27,133.39
Total:		\$249.22			\$1,993.76
Direct Deposit Information				Miscellaneous	
Bank	Account	Amount			
Bank Name	#####	\$3,391.67	Annual Leave	90.00	
			Sick Leave	120.00	
			Employee ID	999999	
Total:		\$3,391.67			

*A list of qualifying stipends can be found to the right of the sample pay statement found in the second tab of the Pay Transition Calculator. Refer to this list to determine which stipends may be included in calculations to make the paycheck estimate more accurate.

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Transition Pay Calculator—Sample Pay Statement

- Once you have accessed your paystub information, open the Pay Transition Calculator
- Click on the **Sample Pay Statement** tab for a model of a sample pay stub. The model pay statement highlights where to find information to use in the Transition Pay Calculator tab
- A list of qualifying stipends can be found to the right of the sample pay statement. Refer to this list to determine which stipends may be included in calculations to make the paycheck estimate more accurate.

County of Albemarle
401 MCINTIRE ROAD
CHARLOTTEVILLE, VA, 22902
4342965855

Direct Deposit Earnings Statement
DD #####
Pay Date: 8/31/2021
Start Period: 7/10/2021
End Period: 8/31/2021

Earnings			
Description	Rate	Hours	Amount
Base Pay	\$24.0395	173.33	\$4,166.85
Additional Pay	\$0.00	0	\$0.00
Sample Stipend 1**	\$167.00	0	\$167.00
Sample Stipend 2**	\$50.00	0	\$50.00
Total:		173.33	\$4,383.85

Payroll Deductions			
Description	Amount	Year To Date	Code
Sample Deduction 1	\$37.50	\$300.00	FED
Sample Deduction 2	\$37.50	\$300.00	SS
Sample Deduction 3	\$100.00	\$800.00	MED
Total:	\$175.00	\$1,400.00	

Payroll Benefits			
Description	Amount	Year To Date	
Sample Benefit 1	\$37.77	\$382.16	Net wages/period
Sample Benefit 2	\$201.45	\$1,611.60	Net wages YTD
Total:	\$249.22	\$1,993.76	

Net Wage Amounts			
Description	Amount	Year To Date	
Net wages/period	\$3,391.67		
Net wages YTD	\$27,133.39		

Direct Deposit Information

Bank	Account	Amount	Miscellaneous
Bank Name	#####	\$3,391.67	Annual Leave 90.00
			Sick Leave 120.00
			Employee ID 999999
Total:		\$3,391.67	

****Applicable stipends to include in Stipend Monthly Amount:**

- Academic Leadership Stipend
- Academic Leadership Stipend
- Acting Pay/ Temp Wrk Hghr Class
- AP Intern Program Stipend
- EDEP 3% Incentive
- Extra Class
- NBCT Stipend
- Non-CC Misc. Stipend
- Public Safety ALS
- Public Safety Associates Deg
- Public Safety Bachelors Deg
- Public Safety Detective
- Public Safety DPO
- Public Safety HAZMAT
- Public Safety TRT
- VERIP Stipend

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Transition Pay Calculator

- Click on the **Transition Pay Calculator** tab
- Enter your paystub data into the cells in the *User Input* section and see your information reflected in the *Pay Calendar* section
- Note that this will give an estimate of future checks – it is not an exact forecast
 - Amounts for taxes and some deductions are percentages of your income and may fluctuate from pay period to pay period because of various additional types of pay. Those fluctuations are not accounted for in this calculator.

User Input		Pay Calendar						
		Pay Date	Gross Pay Amount	Total Deductions	Total Taxes	Payback Amount	Take Home Pay	YTD Take Home Pay
2	Base Pay Monthly Amount	1/21/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	Stipend Monthly Amount	1/31/2022 *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Current Monthly Deductions	2/4/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Current Monthly Taxes	2/18/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Transition Pay Option	3/4/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		3/18/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		4/1/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	Gross Pay Per Period	4/15/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11	Transition Pay Amount	4/29/2022 **	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Payback Amount Per Period	5/13/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		5/27/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		6/10/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		6/24/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		7/8/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		7/22/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		8/5/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		8/19/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		9/2/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		9/16/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		9/30/2022 **	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		10/14/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		10/28/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		11/11/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		11/25/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		12/9/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		12/23/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		1/6/2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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Transition Pay Calculator—Inputs

- Use information from your pay stub to fill out input fields.
 - Base Pay Monthly Amount** = Earnings Amount total
 - Stipend Monthly Amount** = Base Pay Rate
 - Current Monthly Deductions** = Deductions Amount total
 - Current Monthly Taxes** = Taxes Amount total
 - Transition Pay Option** = Select different options from the drop-down menu to compare results
- Note that this is an estimate – it is not an exact forecast

	A	B	C
1	User Input		
2	Base Pay Monthly Amount	A	\$3,252.71
3	Stipend Monthly Amount	\$ B	-
4	Current Monthly Deductions	\$ C	395.00
5	Current Monthly Taxes	\$ D	368.3
6	Transition Pay Option	E	None
7		None	
8		One Time Pay Advance	

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Transition Pay Calculator—Results

1 One-Time Pay Advance

2 No Transition Pay

- Once you have entered your selections, your calculator will display any payback amounts, taxes, and your take home pay based on your selections and whether or not you have chosen to see the One Time Cash Advance option (see examples in the images at right)

User Input		Pay Calendar						
		Pay Date	Gross Pay Amount	Total Deductions	Total Taxes	Payback Amount	Take Home Pay	YTD Take Home Pay
2	Base Pay Monthly Amount		\$ 3,252.71					
3	Stipend Monthly Amount		\$ -					
4	Current Monthly Deductions		\$ 395.00					
5	Current Monthly Taxes		\$ 368.33					
6	Transition Pay Option		One Time Pay Advance					
Calculations								
10	Gross Pay Per Period		\$ 1,501.25					
11	Transition Pay Amount		\$ 1,501.25					
12	Payback Amount Per Period		\$ 136.48					
<small> * The 1/31 paycheck in this model does not reflect any exceptions pay that a non-exempt employee may have earned from 12/4-12/31 ** Months with 3 pay checks will exclude deductions Amounts for taxes and some deduction are percentages of your income and may fluctuate from pay period to pay period because of things like overtime and additional pay. Those fluctuations are not accounted for in this calculator. For a more detailed calculator, please use the URL below https://www.paycheckcity.com/calculator/salary/virginia </small>								
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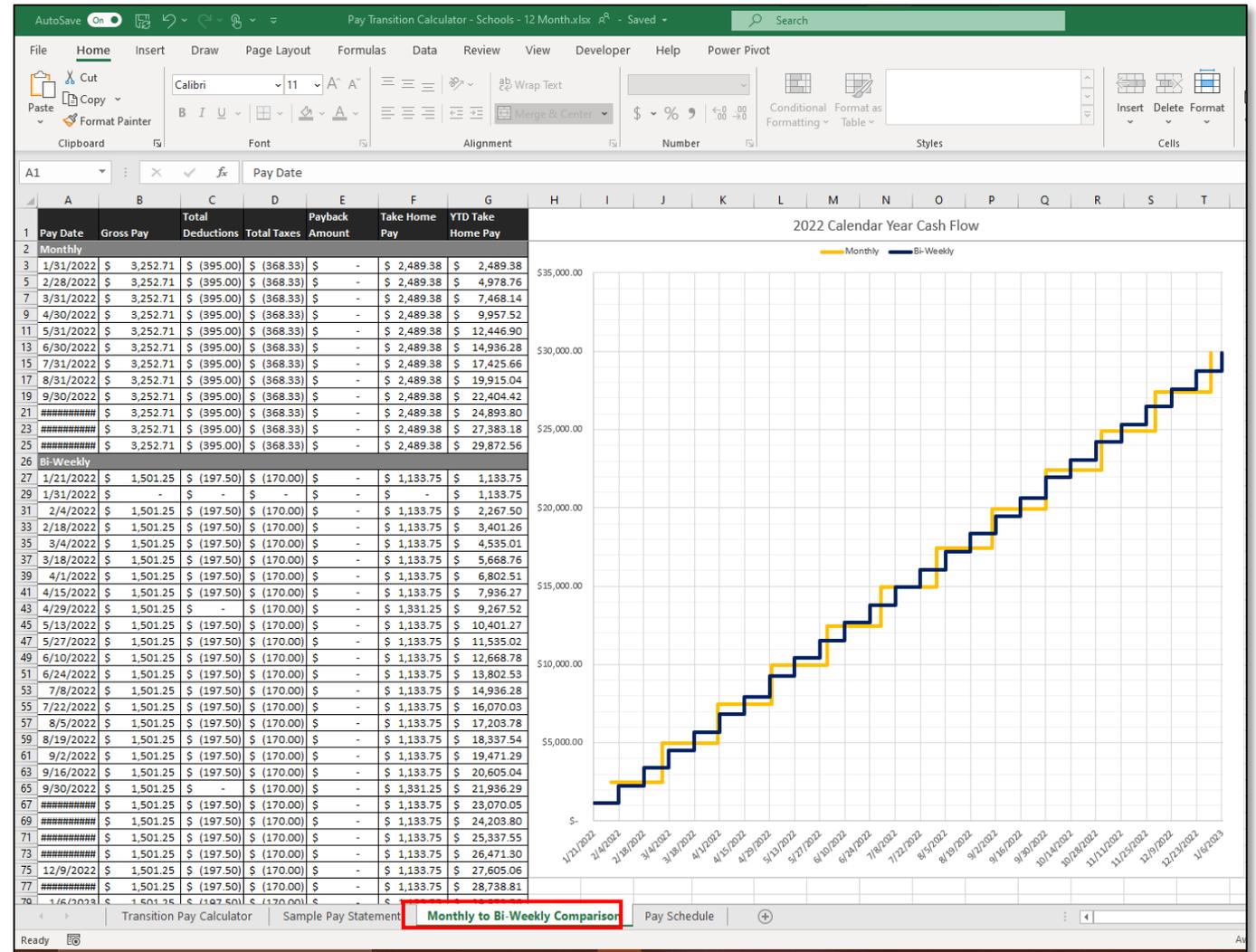
User Input		Pay Calendar						
		Pay Date	Gross Pay Amount	Total Deductions	Total Taxes	Payback Amount	Take Home Pay	YTD Take Home Pay
2	Base Pay Monthly Amount		\$ 3,252.71					
3	Stipend Monthly Amount		\$ -					
4	Current Monthly Deductions		\$ 395.00					
5	Current Monthly Taxes		\$ 368.33					
6	Transition Pay Option		None					
Calculations								
10	Gross Pay Per Period		\$ 1,501.25					
11	Transition Pay Amount		\$ -					
12	Payback Amount Per Period		\$ -					
<small> * The 1/31 paycheck in this model does not reflect any exceptions pay that a non-exempt employee may have earned from 12/4-12/31 ** Months with 3 pay checks will exclude deductions Amounts for taxes and some deduction are percentages of your income and may fluctuate from pay period to pay period because of things like overtime and additional pay. Those fluctuations are not accounted for in this calculator. For a more detailed calculator, please use the URL below https://www.paycheckcity.com/calculator/salary/virginia </small>								
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Transition Pay Calculator—Paycheck Comparison

- Click on the **Monthly to Bi-Weekly Comparison** tab to see a comparison of monthly checks vs. projected bi-weekly checks
- Note that the bi-weekly projections take the transition pay option selected in the *Transition Pay Calculator* into account
- Please send an email to PayrollClarityQuestions@albemarle.org if you have any difficulties using the calculator

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Transition Pay Calculator—Pay Schedule

- Click on the **Pay Schedule** tab to view the Pay Date Calendar for convenient reference

The screenshot shows the Excel interface with the 'Pay Schedule' tab selected. The main content area is divided into two sections: a calendar and a table.

2022 Albemarle County Pay Date Calendar (14-day cycle)

The calendar displays 12 months (January to December 2022) in a grid format. Each month's calendar shows days of the week (Su, M, T, W, Th, F, Sa) and dates. Pay dates are highlighted in yellow, and non-pay dates are in blue. A legend at the bottom left explains the color coding: yellow for pay dates, green for December exception pay, and blue for non-pay dates. A legend at the bottom right explains the shading: green for 'Only taxes and garnishments' and brown for 'No medical/dental deductions'.

Pay Schedule Table

Pay period start	Pay period end	Payday
1-Jan-22	14-Jan-22	21-Jan-22
15-Jan-22	28-Jan-22	4-Feb-22
29-Jan-22	11-Feb-22	18-Feb-22
12-Feb-22	25-Feb-22	4-Mar-22
26-Feb-22	11-Mar-22	18-Mar-22
12-Mar-22	25-Mar-22	1-Apr-22
26-Mar-22	8-Apr-22	15-Apr-22
9-Apr-22	22-Apr-22	29-Apr-22
23-Apr-22	6-May-22	13-May-22
7-May-22	20-May-22	27-May-22
21-May-22	3-Jun-22	10-Jun-22
4-Jun-22	17-Jun-22	24-Jun-22
18-Jun-22	1-Jul-22	8-Jul-22
2-Jul-22	15-Jul-22	22-Jul-22
16-Jul-22	29-Jul-22	5-Aug-22
30-Jul-22	12-Aug-22	19-Aug-22
13-Aug-22	26-Aug-22	2-Sep-22
27-Aug-22	9-Sep-22	16-Sep-22
10-Sep-22	23-Sep-22	30-Sep-22
24-Sep-22	7-Oct-22	14-Oct-22
8-Oct-22	21-Oct-22	28-Oct-22
22-Oct-22	4-Nov-22	11-Nov-22
5-Nov-22	18-Nov-22	25-Nov-22
19-Nov-22	2-Dec-22	9-Dec-22
3-Dec-22	16-Dec-22	23-Dec-22
17-Dec-22	30-Dec-22	6-Jan-23
31-Dec-22	13-Jan-23	20-Jan-23