

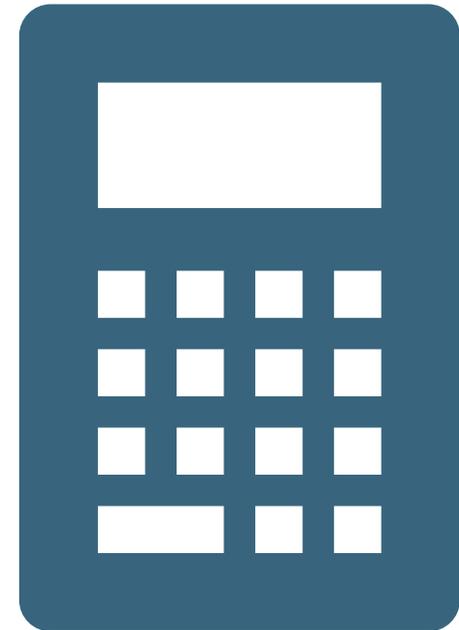
# Payroll Clarity Project

Pay Transition Calculator  
Instructions for Teachers



# Pay Transition 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 Cash 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 Transition Pay 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 paystub (or note your paystub details)

Use your paystub information to fill out the calculator

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

Description	Rate	Earnings		YTD Amounts	
		Hours	Amount		
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	

Description	Amount	Year To Date	Taxes		Year To Date	
			Code	Amount		
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	

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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**
- **VRS 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	\$20.4393		\$1,226.36	\$9,810.86	
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		
<b>Total:</b>		<b>60</b>	<b>\$1,226.36</b>	<b>\$9,810.86</b>	
Payroll Deductions			Taxes		
Description	Amount	Year To Date	Code	Amount	Year To Date
Sample Deduction 1	\$20.00	\$160.00	FED	\$88.68	\$709.44
Sample Deduction 2	\$0.00	\$0.00	SS	\$74.79	\$598.32
ICMA Mandatory Contribution	\$32.64	\$0.00	MED	\$17.49	\$139.92
ICMA Voluntary Contribution	\$16.76		VA	\$30.73	\$245.84
VRS Retirement Cont. #####	\$131.08				
<b>Total:</b>		<b>\$200.48</b>	<b>\$160.00</b>	<b>\$211.69</b>	<b>\$1,693.52</b>
Payroll Benefits			Net Wage Amounts		
Description	Amount	Year To Date			
Sample Benefit 1	\$71.12	\$568.96	Net wages/period		\$814.19
Sample Benefit 2	\$18.00	\$144.00	Net wages YTD		\$7,957.34
<b>Total:</b>		<b>\$89.12</b>			<b>\$712.96</b>
Direct Deposit Information				Miscellaneous	
Bank	Account	Amount			
Bank Name	#####	\$994.67	Annual Leave	40.00	
			Sick Leave	120.00	
			Comp Time	8	
			Employee ID	999999	
<b>Total:</b>		<b>\$994.67</b>			

\*A list of qualifying stipends can be found to the right of the sample pay statement 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.

This is a sample pay statement. Reference the highlighted fields to populate the "Transition Pay Calculator" tab

County of Albemarle		Direct Deposit Earnings Statement			
401 MCINTIRE ROAD		DD #####			
CHARLOTTESVILLE, VA, 22902		Pay Date	Start Period	End Period	
4342965855		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	\$33,494.83	
Additional Pay	\$0.00	0	\$0.00	\$0.00	
Sample Stipend 1**	\$167.00	0	\$167.00	\$1,336.00	
Sample Stipend 2**	\$50.00	0	\$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	\$40.00	\$300.00	FED	\$301.86	\$2,414.88
Sample Deduction 2	\$60.00	\$300.00	SS	\$258.34	\$1,066.72
ICMA Mandatory Contribution	\$60.13	\$880.00	MED	\$60.41	\$483.28
ICMA Voluntary Contribution	\$32.10		VA	\$196.57	\$1,572.56
VRS Retirement Cont. #####	\$250.26				
Total:		\$442.48	\$1,400.00	Total:	\$617.18
				Total:	\$6,337.44
Payroll Benefits		Net Wage Amounts			
Description	Amount	Year To Date			
Sample Benefit 1	\$47.77	\$382.16	Net wages/period		\$3,124.19
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	Annual Leave	90.00	
			Sick Leave	120.00	
Bank Name	#####	\$3,124.19	Employee ID	9999999	
Total:		\$3,124.19			

This is a sample pay statement. Reference the highlighted fields to populate the "Transition Pay Calculator" tab

**\*\*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 deduction are percentages of your income and may fluctuate from pay period to pay period because of various types of additional pay, like stipends. 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
1	Base Pay Monthly Amount	1/21/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Stipend Monthly Amount	1/31/2022 *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	Current Monthly Deductions (Excluding VRS)	2/4/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Current Monthly VRS Deductions	2/18/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Current Monthly Taxes	3/4/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Transition Pay Option	3/18/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7		4/1/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8		4/15/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	Calculations	4/29/2022 **	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	Gross Pay Per Period	5/13/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11	True-Up Amount	5/27/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Transition Pay Amount	6/10/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	Payback Amount Per Period	6/24/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14		7/8/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15		7/22/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16		8/5/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17		8/19/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18		9/2/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19		9/16/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20		9/30/2022 **	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21		10/14/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22		10/28/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23		11/11/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24		11/25/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25		12/9/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26		12/23/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27		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** = Sum of Non-VRS Deduction Amounts
  - Current Monthly VRS Deductions** = Sum of VRS Deduction Amounts
  - Current Monthly Taxes** = Taxes Amount total
  - Transition Pay Option** = Select different options from the drop-down menu to compare results

	A	B	C
1	<b>User Input</b>		
2	<b>Base Pay Monthly Amount</b>	\$ <b>A</b>	5,632.90
3	<b>Stipend Monthly Amount</b>	\$ <b>B</b>	-
4	<b>Current Monthly Deductions (Excluding VRS)</b>	\$ <b>C</b>	100.00
5	<b>Current Monthly VRS Deductions</b>	\$ <b>D</b>	342.48
6	<b>Current Monthly Taxes</b>	\$ <b>E</b>	1,170.00
7	<b>Transition Pay Option</b>	<b>F</b>	None
8			None One Time Pay Advance
9	<b>Calculations</b>		

- Note that this is an estimate – it is not an exact forecast

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# Transition Pay Calculator—Results

- Once you have entered your selections, your calculator will display any payback amounts, taxes, and your take home pay based on whether or not you chose to view the One Time Pay Advance option.

## 1 One-Time Pay Advance

User Input		Pay Calendar						
		Pay Date	Gross Pay Amount	Total Deductions	Total Taxes	Payback Amount	Take Home Pay	
2	Base Pay Monthly Amount		\$ 5,632.90					
3	Stipend Monthly Amount		\$ -					
4	Current Monthly Deductions (Excluding VRS)		\$ 100.00					
5	Current Monthly VRS Deductions		\$ 342.48					
6	Current Monthly Taxes		\$ 1,170.00					
7	Transition Pay Option		One Time Pay Advance					
10	Gross Pay Per Period		\$ 2,599.80					
11	True-Up Amount		\$ 3,466.40					
12	Transition Pay Amount		\$ 2,599.80					
13	Payback Amount Per Period		\$ 236.35					
14								
15	* The 1/31 paycheck in this model does not reflect any exceptions							
16	pay that a non-exempt employee may have earned from 12/4-12/31							
17	** Months with 3 pay checks will exclude deductions							
18	Amounts for taxes and some deduction are percentages of your							
19	income and may fluctuate from pay period to pay period because of							
20	things like overtime and additional pay. Those fluctuations are not							
21	accounted for in this calculator.							
22	For a more detailed calculator, please use the URL below							
23	<a href="https://www.paycheckcity.com/calculator/salary/virginia">https://www.paycheckcity.com/calculator/salary/virginia</a>							
24								
25								
26								
27								
28								
29								
30	<b>Disclaimer:</b>							
31	These free resources and accompanying materials are provided for informational purposes only. This information should not be considered financial advice							
32	and you should consider what resources and analysis may be best for your individual needs.							
33								

## 2 No Transition Pay

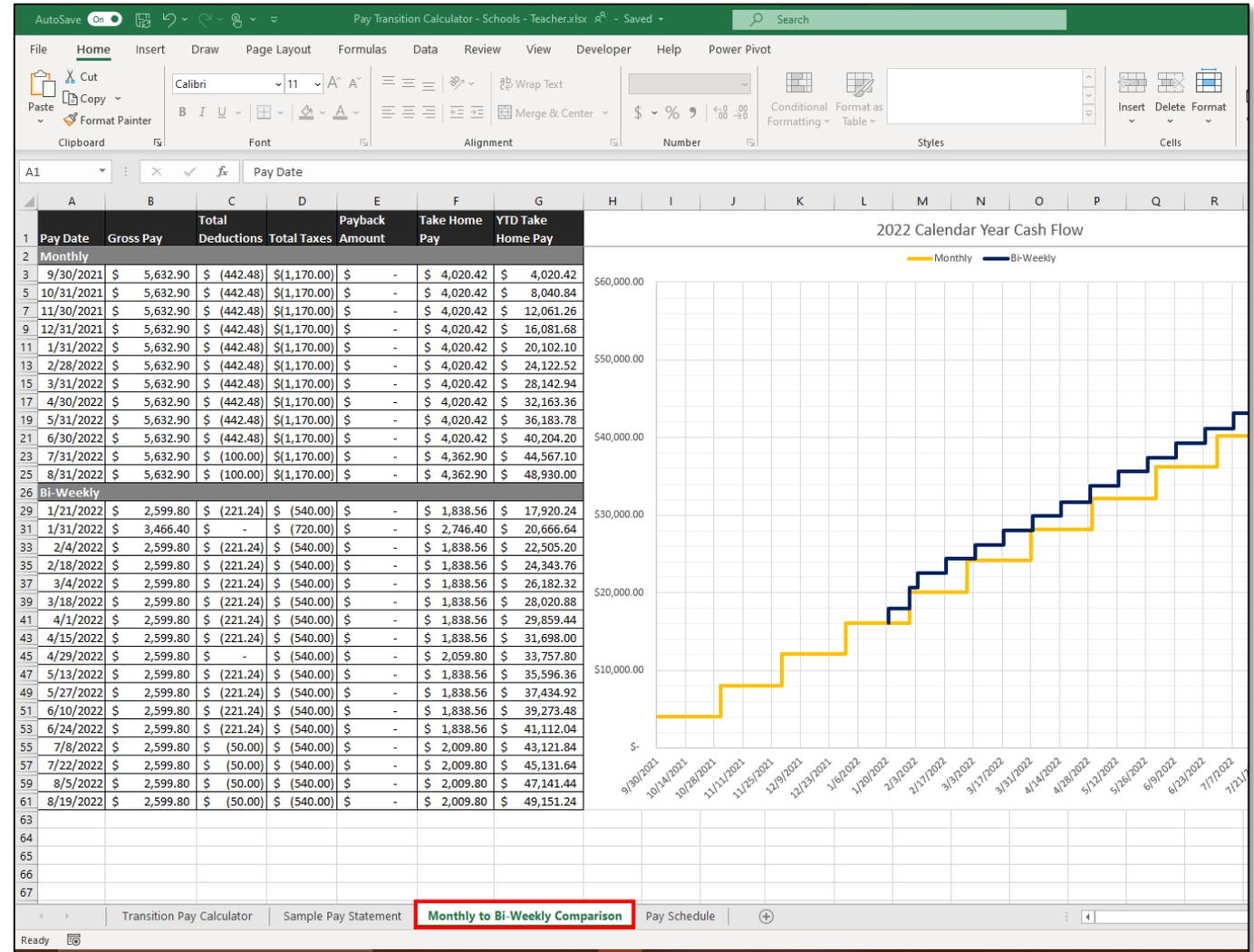
User Input		Pay Calendar						
		Pay Date	Gross Pay Amount	Total Deductions	Total Taxes	Payback Amount	Take Home Pay	
2	Base Pay Monthly Amount		\$ 5,632.90					
3	Stipend Monthly Amount		\$ -					
4	Current Monthly Deductions (Excluding VRS)		\$ 100.00					
5	Current Monthly VRS Deductions		\$ 342.48					
6	Current Monthly Taxes		\$ 1,170.00					
7	Transition Pay Option		None					
10	Gross Pay Per Period		\$ 2,599.80					
11	True-Up Amount		\$ 3,466.40					
12	Transition Pay Amount		\$ -					
13	Payback Amount Per Period		\$ -					
14								
15	* The 1/31 paycheck in this model does not reflect any exceptions							
16	pay that a non-exempt employee may have earned from 12/4-12/31							
17	** Months with 3 pay checks will exclude deductions							
18	Amounts for taxes and some deduction are percentages of your							
19	income and may fluctuate from pay period to pay period because of							
20	things like overtime and additional pay. Those fluctuations are not							
21	accounted for in this calculator.							
22	For a more detailed calculator, please use the URL below							
23	<a href="https://www.paycheckcity.com/calculator/salary/virginia">https://www.paycheckcity.com/calculator/salary/virginia</a>							
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30	<b>Disclaimer:</b>							
31	These free resources and accompanying materials are provided for informational purposes only. This information should not be considered financial advice							
32	and you should consider what resources and analysis may be best for your individual needs.							
33								

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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 One Time Cash Advance option selected in the *Transition Pay Calculator* into account
- Please send an email to [PayrollClarityQuestions@albemarle.org](mailto: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 'Pay Transition Calculator - 12 Month.xlsx' spreadsheet. The 'Pay Schedule' tab is active, displaying a 2022 Albemarle County Pay Date Calendar (14-day cycle) and a corresponding Pay Schedule table.

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

The calendar shows 12 months of pay dates, color-coded by pay period. The legend indicates:

- Pay date (color matches pay period)
- Only taxes and garnishments
- December exception pay
- 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