



# **Payroll Clarity Project**

*Employee Information Packet*

# Introduction



Albemarle County recently announced that the way payroll is processed and distributed is changing. Because Albemarle County still processes payroll for Albemarle County Public School employees, we will be making this change as well.

- Starting January 2022, we will move to one simplified pay cycle for all employees. Employees will be paid on the Friday following the end of the pay period.
- Another important change is the move to what we call positive pay, instead of pay by exception. This change allows us to ensure that each paycheck you receive includes pay for all regular hours you work, as well as any exceptions to your regular hours during that pay period.
- Albemarle County will also move to ADP for payroll processing services, giving employees quick and easy access to pay information.

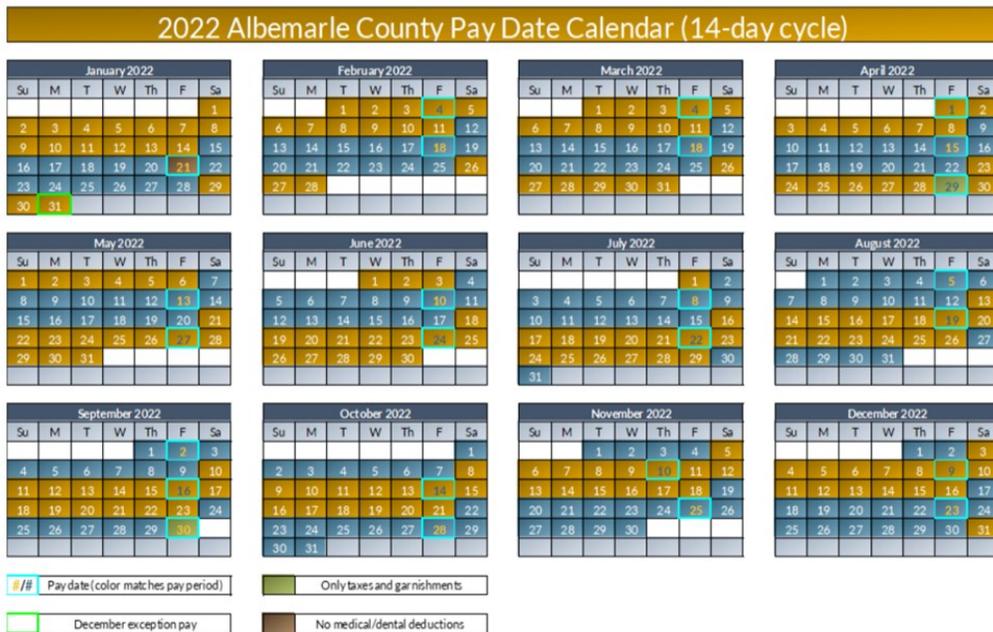
This information packet includes details about how we will transition to the new pay cycle. All employees should review the packet for information regarding the upcoming changes. Please refer to the list below for guidance about the different sections and information within this packet:

For information on the details for the change	<a href="#">See pages 3</a>
To review the details of the transition pay option and how to complete your online election	<a href="#">See page 4</a>
For information on how to use the online Transition Pay Calculator to model which option works best for you	<a href="#">See pages 5-9</a>
For information on how to access available resources to review your personal finances and budget and the paycheck calculator to determine what if any impact this change will have	<a href="#">See pages 10</a>
For additional resources and Frequently Asked Questions	<a href="#">See pages 11-13</a>
For a checklist of steps to take to prepare for this change	See page 14

# What's Changing?



Starting in January 2022, you will be paid every other Friday, and your paycheck will reflect the time you worked during the **14-day pay cycle**. You can see the pay cycles and pay days on the calendar below:



Your paycheck amount will reflect the time you worked during that 14-day period, including any additional pay, such as overtime. These changes simplify our payroll process and clarify what you are being paid and what makes up this pay. They also reduce costs and potential compliance risks for the organization.

## Special Paychecks in 2022

This table to the right shows the paychecks in 2022 that will vary in some way from what the rest of your paychecks reflect and include.

### January 21

The first paycheck under this new cycle includes all pay for time worked and leave taken January 1-14. Medical/dental deductions will not be taken from this check as we move to paying for benefits in the month of use, rather than our current practice of paying in advance for benefits. Contributions to the Virginia Retirement System and voluntary deductions such as flexible spending accounts and deferred compensation plans will be deducted from this check.

### January 31

This paycheck will include exceptions worked between December 4 and December 31, and the transition payment, if you elect it.

### April 29 and September 30

Since these two paychecks will be the third paycheck you receive during those months, medical/dental deductions, and other voluntary deductions will not be deducted.

## Contents of special paychecks

Tax/Deductions	21-Jan	31-Jan	29-Apr	30-Sep
Transition pay		✓		
Medical/dental				
VRS	✓			
Exceptions		✓*		
Voluntary	✓			
Taxes	✓	✓	✓	✓
Garnishments	✓	✓	✓	✓

\*if applicable

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# Transitioning to the New Pay Cycle



Your last paycheck under the current monthly cycle will be on December 30, 2021 and will include base pay for December and exceptions/corrections from November 6 through December 3.

Your first biweekly paycheck will be paid on January 21, 2022 for the time worked between January 1 and January 14. You will be paid again on February 4 for the time worked between January 15 and January 28. (If you had any exception pay between December 4 and December 31, you will receive that pay in a check on January 31, 2022.)

## One-Time Advance Payment Details

To ease the transition to the new pay cycle, regular full- and part-time employees will have the option to choose a one-time advance. Employees who wish to take the one-time pay advance will need to fill out the online election form and submit by December 3, 2021.

1

A one-time bridge pay advance of 80 hours pay

If you elect Option 1, you will receive a one-time advance payment of 80 hours of pay on January 31. You will repay this advance through automatic deductions from the next 11 paychecks, starting February 4 and ending on June 24, 2022. If you leave before the advance is paid back in full, the unpaid amount will be deducted from your final paycheck. The pay advance will not be taxed when you receive it in January, because that would reduce the amount available to you during the transition. Instead, it will be taxed across the year as deductions are made.

2

None - choose no transition pay

If you elect Option 2, you are choosing to decline the one-time pay advance. Your decision is **final**, and you will not be able to later elect Option 1.

## Making Your Election

**All** ACPS employees are required to fill out the one-time pay advance acknowledgement form, **even if you plan to decline the advance.**

The acknowledgement process will be completed online, and you will receive additional information about how to access the form via email. The election deadline is **December 3, 2021.**

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[www.k12albemarle.org](http://www.k12albemarle.org)

# Resources to Help You Decide



We understand that the decision to accept the one-time advance pay is a personal one, and we want to make sure you have the information you need to help you decide. Understanding your cash flow and your personal finances will be the most important steps that you can take. The tax implications will also play a role in this decision.

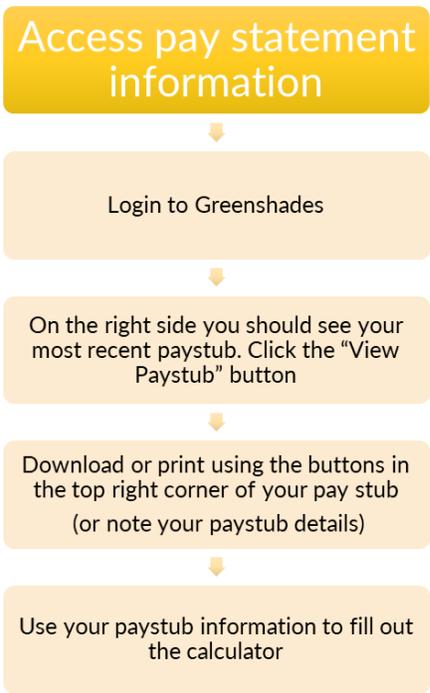
## Transition Pay Calculator

We have developed online calculators that you can use to determine how much pay you will receive from the one-time advance payment option, as well as the repayment deduction that will be taken from each check. Please be sure to select the appropriate calculator.

- If you are paid over 10 or 11 months, please choose the “10– and 11-Month Employee Pay Transition Calculator”
- If you are paid over 12 months, please choose the “12-Month Employee Pay Transition Calculator”
- If you are a teacher, please choose the “Teacher Pay Transition Calculator”

Once you make your selection, the Microsoft Excel File will automatically download to your device and you will be able to enter your specific pay information. Visit our Payroll Clarity Project webpage (<https://www.k12albemarle.org/for-staff/payroll-clarity>), which is highlighted on our For Staff Page to download the calculators and access video and slideshow instructions on how to use them.

In order to enter the most accurate pay information, please pull up your most recent pay stub in Greenshades.



The screenshot shows the County of Albemarle Greenshades login interface. The login fields for email address and password are highlighted with a red box. Below the login fields are buttons for 'Log In', 'Reset your Password', and mobile app download links for the App Store and Google Play. Below the login section, the user's most recent paystub is displayed, showing a net pay of \$2,400. A red box highlights the 'View Paystub' button in the top right corner of the paystub window.

County of Albemarle 401 MCINTIRE ROAD CHARLOTTEVILLE, VA, 22802 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	\$0.00	\$0.00	
Total:		173.33	\$4,166.85	\$33,334.83	
Payroll Deductions					
Description	Amount	Year To Date	Code	Taxes 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

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# Transition Pay Calculator (continued)



Click the **Sample Pay Statement** tab for a model of a sample pay stub.  
 Highlighted amounts can be entered into the **Transition Pay Calculator** tab:

County of Albemarle 401 MCINTIRE ROAD CHARLOTTESVILLE, VA, 22902 4342965855		Direct Deposit Earnings Statement DD #####			
		Pay Date 8/31/2021	Start Period 7/10/2021		
Earnings					
Description	Rate	Hours	Amount		
Base Pay	\$20.4393	60	\$1,226.36	\$9,810.86	
Additional Pay	\$0.00				
Sample Stipend 1**	\$167.00		\$167.00		
Sample Stipend 2**	\$50.00		\$50.00		
Total:		60	\$1,226.36		
Payroll Deductions					
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	
ICMA Voluntary Contribution	\$16.76		VA	\$30.73	
VRS Retirement Cont. #####	\$131.08				
Total:		\$200.48	\$160.00	\$211.69	\$1,603.52
Payroll Benefits					
Description	Amount	Year To Date	Net Wage Amounts		
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	
Total:		\$89.12	\$712.96		
Direct Deposit Information					
Bank	Account	Amount	Miscellaneous		
Bank Name #####		\$994.67	Annual Leave	40.00	
			Sick Leave	120.00	
			Comp Time	8	
			Employee ID	999999	
Total:		\$994.67			

Refer to the list of qualifying stipends to determine which stipends may be included in calculations to make the paycheck estimate more accurate.

- Academic Leadership Stipend
- AP Intern Program Stipend
- EDEP 3% Incentive
- Extra Class
- NBCT Stipend

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# Transition Pay Calculator (continued)



Click on the **Transition Pay Calculator** tab to compare the effects of the transition pay option.

If you are a 10- or 11-month employee, you will also enter your Work Schedule in the Work Calendar field on the calculator.

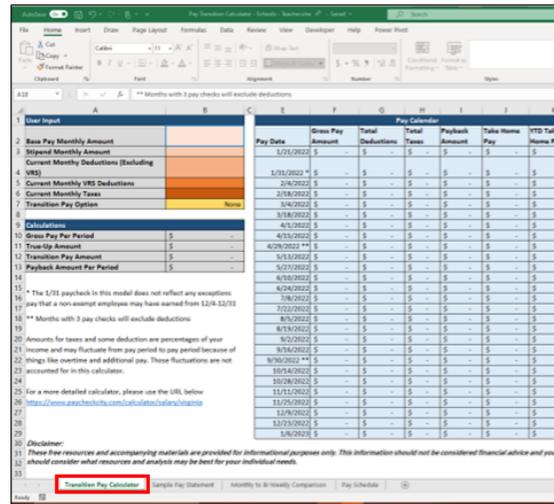
1

Use information from a pay stub to fill out the input fields.

- A. **Base Pay Monthly Amount** = Earnings Amount total
- B. **Stipend Monthly Amount** = Sum of Stipends
- C. **Current Monthly Deductions** = Sum of Non-VRS Deduction Amounts
- D. **Current Monthly VRS Deductions** = Sum of VRS Deduction Amounts (if applicable)
- E. **Current Monthly Taxes** = Taxes Amount total
- F. **Transition Pay Option** = Select None or the One-Time Pay Advance

2

See your information reflected in the **Pay Calendar** section. Note that this is an estimate, not an exact forecast.



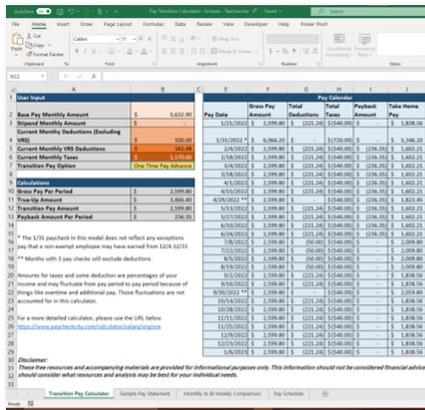
Once you have entered your selections, your calculator will display any payback amounts, taxes, and your take home pay based on whether or not you chose to view the One-Time Pay Advance Option. See examples below:

## ONE-TIME PAY ADVANCE

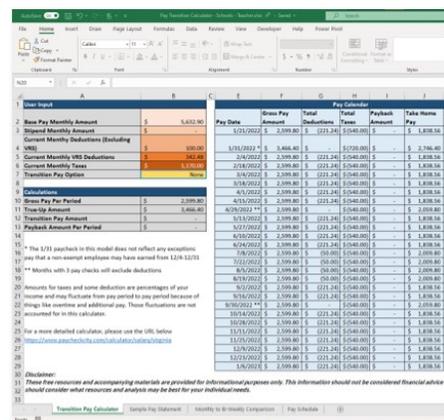
OR

## NO TRANSITION PAY

1



2



**Note:** Teachers will receive a true-up payment due to the timing of this transition and how many remaining bi-weekly checks there are in this contract year. A true-up payment for teachers is necessary to keep annual pay whole. 10- and 11- month non-exempt employees will receive a lump sum in January for their salary that is currently being held to cover paychecks in non-working times, as Albemarle County will no longer hold pay to distribute to employees during non-working times.

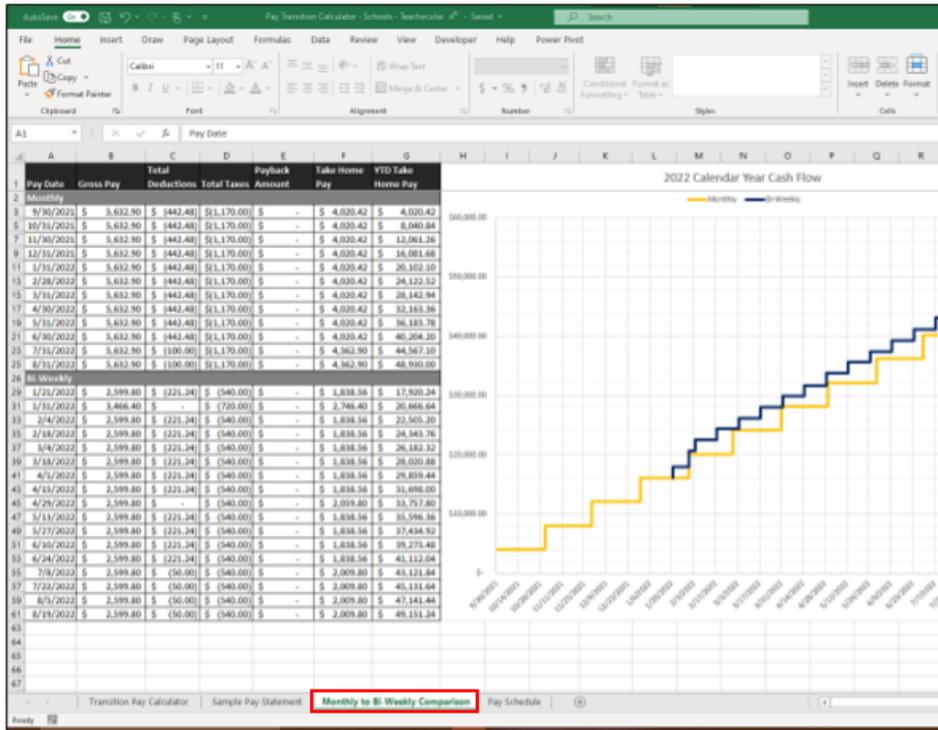
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# Transition Pay Calculator (continued)



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

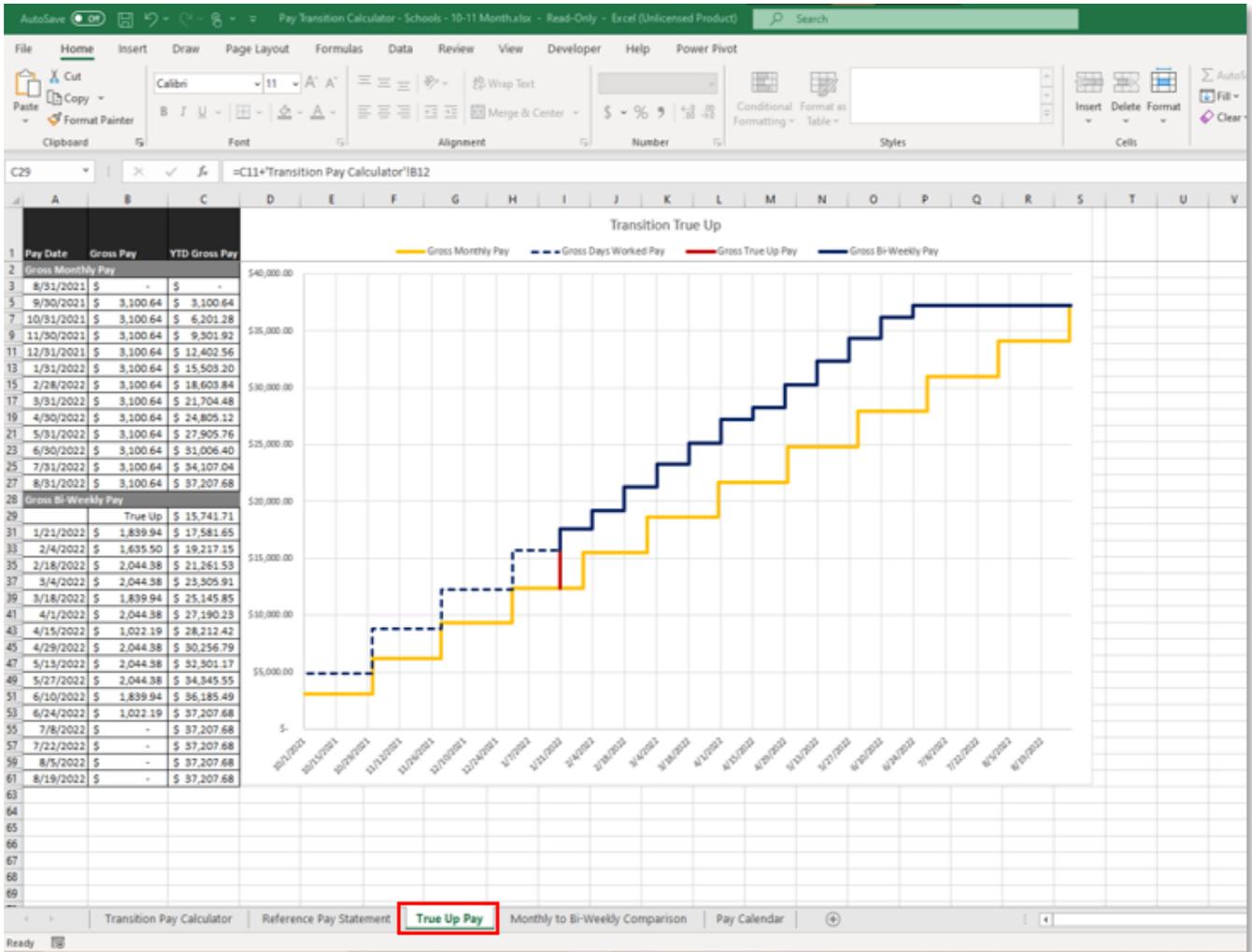


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# Transition Pay Calculator (continued) - True up



If you are a 10- or 11-month employee, click on the **True Up Pay** tab to view how and when the true-up payment impacts the new pay schedule. Note that the exact details of your true-up may vary. The image shown below is for example only.



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# Paycheck Calculator



This calculator can be used to estimate your paycheck amount in the future.

## Paycheck City

You can access the Paycheck City Calculator at <https://www.paycheckcity.com/calculator/salary/virginia>. The Paycheck City site allows you to get an estimate of what your paycheck will look like once we move to bi-weekly pay. You will need a copy of your W-4 elections. To access your W-4, log into Greenshades. In the Documents menu, select W-4. Scroll through your W-4 and note your elections or download the entire form. You can then use this information when you use the **Paycheck City Calculator**.

A screenshot of the Paycheck City website's Federal Hourly Paycheck Calculator. The page title is "Federal Hourly Paycheck Calculator" with a link to "or Select a state". Below the title is a brief description: "Take home pay is calculated based on up to six different hourly pay rates that you enter along with the pertinent federal, state, and local W4 information. This federal hourly paycheck calculator is perfect for those who are paid on an hourly basis. See FAQs below." The form includes a "State & Date" section with a "State" dropdown menu (set to "Federal. Select a state to include state and local taxes.") and a "Date" field. The "General" section contains several input fields: "Gross Pay" (set to \$ 30000.00), "Gross Pay Method" (set to "Annually"), "Gross Pay YTD" (set to \$ 0.00), "Pay Frequency" (set to "Bi-weekly"), "Use 2020 W4" (checkbox), "Federal Filing Status" (set to "Single"), "# of Federal Allowances" (set to "0"), "Additional Federal Withholding" (set to \$ 0), "Round Federal Withholding" (checkbox), "Exempt from Federal" (checkbox), and "Exempt from FICA" (checkbox). The page is decorated with a large, stylized fan graphic on the left and right sides.

*With this calculator, you enter your gross pay for the year, your Federal Filing Status, and any other income, deductions or withholdings. Set the Pay Frequency to Bi-weekly and the calculator will show the estimated bi-weekly amount.*

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## Additional Resources



### *Employee Assistance*

The Employee Assistance Program offers you access to a financial planner who can help advise you on budgeting, adjusting your current budget, and the process for adjusting bill payment dates. You can reach the EAP at 833-306-0108. When you call, tell the consultant you want to speak to someone about financial planning, and you will be connected to the financial specialist. These financial planners are available by phone 24 hours a day, seven days a week.

### *Guidance Resources Online*

Albemarle County employees can access additional resources on the GuidanceResourcesOnline website: [www.guidanceresources.com](http://www.guidanceresources.com). You will need to set up an account, if you have not done so already. Use the organizational web ID, **ALBEMARLE**, (all caps) to begin the registration process.

### *Payroll Clarity SharePoint Site*

Additional information, including an up-to-date list of Frequently Asked Questions, is available on the Payroll Clarity Project SharePoint site: <https://www.k12albemarle.org/for-staff/payroll-clarity>. Check the site often to make sure you stay informed.

### *UVA Credit Union*

The UVA Credit Union's financial planning center is available to employees and provides access to a number of financial planning resources, including free seminars, retirement planning tools, calculators and tax time solutions. You do not need to bank with the credit union to access this site. Visit <https://www.uvacreditunion.org/content/Education-And-Tools> for additional details.

### *Bank of America*

You can also access resources on the Bank of America "better money habits" website: [www.bettermoneyhabits.com](http://www.bettermoneyhabits.com). This site allows you to indicate what stage of life you are in, and provides information related to financial planning goals for each stage. You do not need to bank with the credit union to access this site.

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## If You Still Need Help...



Please email [payrollclarityquestions@albemarle.org](mailto:payrollclarityquestions@albemarle.org) if you have questions. We will reply directly and add your questions to our ongoing list of FAQs so all employees have access. Each department also has assigned Change Champions whose role is to help their coworkers feel more comfortable with the changes and to listen to concerns or questions.



## Frequently Asked Questions (FAQs)

### Who is eligible for the one-time pay advance?

Regular full- and part-time employees are eligible for the one-time transition pay option.

### When do I have to decide if I want to choose the one-time pay advance?

All eligible employees must complete the acknowledgement process on or before **December 3, 2021**.

### How do I opt in/out of the one-time pay advance?

Complete the Transition Pay Options form between November 15-December 3. The link will be sent via email when the acknowledgement window opens.

### When will I receive the money?

Employees selecting a transition pay option will be paid via direct deposit on January 31, 2022.

### Is this the same as the one-time payment the School Board approved for all employees in December?

No. All employees will automatically receive the approved payment that aligns with their full-time equivalent status (\$1,000 for .7-1 FTE employees and \$750 for employees less than .7 FTE) in their December check. The one-time pay advance is an additional payment that is equal to 80 hours worth of pay for employees that, if elected, will be in an extra paycheck on January 31, 2022.

For a complete list of FAQs, click here: <https://albemarlecountyva.sharepoint.com/sites/Finance/SitePages/Payroll-Clarity-Frequently-Asked-Questions.aspx>

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## Frequently Asked Questions (FAQs): Bridge Pay

### **How much will be in the one-time pay advance?**

You will receive 80 hours paid at your regular hourly rate.

### **How do I repay the advance?**

The advance will be automatically repaid as a deduction over 11 pay periods. The deduction starts on February 4, 2022 and concludes on June 24, 2022.

### **What happens if I retire or leave Albemarle County before I complete repayment of the advance?**

If you retire or leave employment with Albemarle County before having fully repaid the transition pay advance, the remaining balance will be deducted from your final paycheck.

### **How do I figure out how much my repayment amount would be?**

The online transition pay calculator allows you to review an estimate of both the amount of the transition pay advance and the deductions taken to repay it. You can access the calculator and instructions for how to use them on our [Payroll Clarity Project](#) webpage which is highlighted on our For Staff page.

### **How will I be taxed on the one-time pay advance?**

The pay advance will not be taxed when you receive it in January, because that would reduce the amount available to you as part of the transition process. Instead, it will be taxed across the year as the deductions are made. You will not be taxed “twice” on this pay advance.

For a complete list of FAQs, click here: <https://albemarlecountyva.sharepoint.com/sites/Finance/SitePages/Payroll-Clarity-Frequently-Asked-Questions.aspx>

## Payroll Clarity Project Employee Checklist

### Complete before December 3, 2021

- |                          |  |  |
|--------------------------|--|--|
| <input type="checkbox"/> | <b>Review Changes</b>  | Review the details for the change and the different transition options   |
| <input type="checkbox"/> | <b>Utilize Calculators</b><br>To make transition pay decisions | Use the <b>Pay Transition Calculator</b> that corresponds to your employee group to determine which option works best for you. You can also use the calculator to estimate your biweekly pay.                                |
| <input type="checkbox"/> | <b>Submit Election</b><br>For transition pay decision          | Complete your online election by <b>December 3, 2021</b> , to choose whether or not you would like to receive the one-time pay advance. <i>Please watch your email for further instructions on submitting your election.</i> |
| <input type="checkbox"/> | <b>Review/Use Provided Resources</b>                           | Access available resources to review your personal finances and budget and the paycheck calculator to determine what impact this change will have  |
| <input type="checkbox"/> | <b>Review</b> for automatic bill pay dates                     | Review and adjust automatic bill pay dates through your financial institutions as necessary to align with new pay schedule.  |

### Complete between January 1-14, 2022 in ADP system

- |                          |  |   |
|--------------------------|--|---|
| <input type="checkbox"/> | <b>Review</b> Direct Deposit setup                           | <b>If your paycheck is deposited into multiple direct deposit bank accounts</b> , review the deposit amounts and update based on our new bi-weekly pay schedule. Example: If you currently have \$200.00 deposited to a savings account, then in the new system, it will be \$200 per paycheck, not per month, unless you make changes in the ADP portal. We will provide more information on how to make these changes in late December. |
| <input type="checkbox"/> | <b>Revise</b> Additional Tax Withholding Amounts, if desired | <b>Review your federal and state tax withholdings</b> to confirm current deductions for federal, state, and local taxes by reviewing your paystubs. For questions or advice around your W-4 status and requirements, please consult your accountant. We will provide more information on how to make these changes in late December.  |
| <input type="checkbox"/> | <b>Review</b> other voluntary deductions                     | <b>You may want to review other voluntary deductions</b> , such as health savings accounts and deferred compensation, to make adjustments for the new biweekly cash flow.   |
| <input type="checkbox"/> | <b>Additional Items</b>                                      | <b>Please note</b> any other specific items you identified after reviewing your personal finances:  |