

Frequently Asked Questions (FAQ's) Pay Frequency Change for Monthly Employees Beginning January 2012 DeKalb County School District

1. Who is affected by the change in pay frequency?

All monthly DCSD employees. This change will not affect current semi-monthly employees.

2. When will the change in pay frequency be in effect?

Effective January 2012, all DeKalb County School District (DCSD) employees will be paid twice a month. Custodial, clerical, paraprofessionals, bus driver aides, food nutrition assistants and library clerks are currently being paid on a semi-monthly basis. All payroll check dates will be based on the 15th day of the month and the last day of the month.

3. What happens when the 15th falls on a Monday, holiday or weekend?

If the pay date falls on a Monday, holiday, or weekend, employees will be paid on the last work day prior to the weekend or holiday.

*****Example: If the 15th of the month is on a Sunday, then employees would be paid on the preceding Friday.***

4. When will I receive my first paycheck under the new pay frequency schedule?

Employees will receive their first semi-monthly pay check on January 13, 2012. (January 15th is on a Sunday)

5. What are the actual pay dates for the remainder of FY2012?

10-month Employees	11-month Employees	12-month Employees
1/13/2012	1/13/2012	1/13/2012
1/31/2012	1/31/2012	1/31/2012
2/15/2012	2/15/2012	2/15/2012
2/29/2012	2/29/2012	2/29/2012
3/15/2012	3/15/2012	3/15/2012
3/30/2012	3/30/2012	3/30/2012
4/13/2012	4/13/2012	4/13/2012
4/27/2012	4/27/2012	4/27/2012
5/15/2012	5/15/2012	5/15/2012
5/31/2012	5/31/2012	5/31/2012
6/15/2012	6/15/2012	6/15/2012
6/29/2012	6/29/2012	6/29/2012
7/13/2012	7/13/2012	
7/31/2012	7/31/2012	
8/15/2012		
8/31/2012		

6. Will my benefits be affected in any way by going to semi-monthly payroll?

No. Insurance coverage will continue; however, your health insurance premium and half of the flexible spending account (*if applicable*) contribution will be deducted during the first semi-monthly check, and the remainder of the benefits (dental, vision, optional insurance, etc. and the other half of the flexible spending account) will be deducted during the check at the end of the month.

7. Does this mean that I will receive two (2) checks of equal amounts each pay period?

No. Your monthly gross earnings will be divided by two (2); however, the amount of your check may be different depending on the deductions taken (*please refer to question 5*). Going to semi-monthly means that the two check amounts may be different during the month due to the deductions taken during that pay period.

8. How are my other deductions affected by the change in pay frequency?

All other paycheck deductions will be 50% of your current monthly deduction amount and be taken out of each semi-monthly check.

9. Will this affect our ability to have direct deposit?

No. Direct deposit is available and strongly encouraged. Employees who do not have direct deposit will have all earnings sent to the Chase PayCard.

10. Will I need to make any changes to my direct deposit?

No. The amounts will be adjusted to reflect your new semi-monthly net pay.

11. Should I contact my banking/financial institution?

Yes. Please work directly with your financial institution regarding the pay frequency change, and if necessary, make any adjustments regarding your payroll deposit (*which will now be made twice a month*).

12. I am a member of the Georgia United Credit Union, should I contact them regarding the change in pay frequency?

Georgia United Credit Union has indicated that they will contact all members regarding their account; however, please work directly with the Credit Union if you have any questions regarding your payroll deposit or loan, *if applicable*.

13. Will there be a change in legal fees if I currently have my wages garnished?

Yes. Legal fees are charged per pay period; therefore, legal fees will be charged two (2) times per month.

14. Will this change affect monthly leave accruals?

No. There is no change in monthly leave accrual.

15. Will I need to make any changes to my taxes or withholdings?

No. Semi-monthly tax withholdings will be taxed based upon IRS guidelines. The *IRS Publication 15 (Circular E) Employer's Tax Guide* can be accessed at www.irs.gov.

16. Can I choose not to be paid semi monthly?

No. Beginning January 2012, all employees will be paid semi-monthly.

17. Where can I view a copy of my current check stub?

Your paycheck can be viewed via WebPay at <https://webpay.dekalb.k12.ga.us>

18. If I have additional questions, who do I speak with?

Please contact the Division of Finance at 678-676-0025 or the Division of Human Resources at 678-676-0005.