

Changes in the
PAY CYCLE
for Employees working
200 days or less

April 2015

What change is going to take place with the pay cycle for FY16?

- All employees working 200 days or less (with the exception of the clerical staff) currently receive pay checks September through August.
- For FY16 the pay cycle will start August and end July.

Who will be affected by the new PAY CYCLE?

- All employees who work 200 days or less (with the exception of all clerical staff, as they already are paid August through July).
 - 10 month employees: 180 day, 182 day, 184 day, 190 day
 - 10.5 month employees: 200 day

How will this change affect me?

- If you are a 10 month or 10.5 month employee and are not in a clerical position, you will receive two checks in August.
 - The first check will be issued August 7th; this will be your last check for FY15.
 - The second check will be issued August 31st; this will be your first check for FY16.

What deductions will be taken out of each check other than social security, state and federal taxes?

- August 7, 2015 - TRS Contributions, PSERS Retirement Contributions
- August 31, 2015 - All normal deductions/benefits will be withheld from your check

If I am retiring effective the end the 2015 school year, what deductions will be taken out of each check other than social security, state, and federal taxes?

- **May Check** – *all normal deductions; final health plan deductions will be in this check*
- **June Check** – *local benefits will be deducted*
- **July Check** – *local benefit deductions will be taken out two times*
- **August 7th Check** – *no state or local benefits will be deducted*

If I am resigning effective the end of 2015 school year, what deductions will be taken out of each check other than social security, state, and federal taxes?

- **May, June, July Checks** -*all normal deductions*
- August 7, 2015 - final check from our system with no benefits will be deducted
- State and local benefits will end effective August 31, 2015

Additional Questions

- Please contact:
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