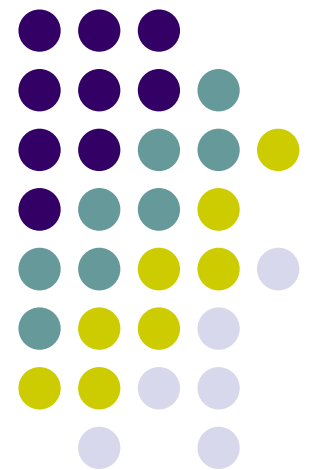


# Making the Change

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From semi-monthly to  
bi-weekly payroll  
Kane County, IL

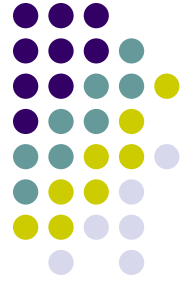




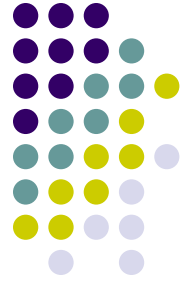
# Semi-monthly

- Currently, Kane County pays it's employees on a semi-monthly basis.
  - You receive your paycheck two times per month on the 10<sup>th</sup> and the 25<sup>th</sup> of each month.
- Semi-monthly pay is calculated by dividing your annual salary by 24.
  - \$36,000 divided by 24 = \$1500 before deductions.

# Semi-monthly

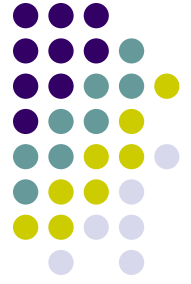


- HTE uses an hourly rate, but it is averaged to accommodate the amount of time in each pay cycle.
  - We may have 10, 11, or 12 days in a pay cycle
- Overtime may be paid out over two pay periods depending on when it is earned.
- Benefit deductions are now spread over 24 pay periods.



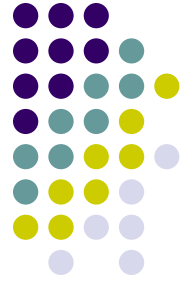
# Bi-weekly

- The new system will have 26 pay periods.
  - 52 weeks in a year divided in 2 = 26
  - **There will be 14 bi-weekly periods in 2008**
- New pay periods will run from Sunday through Saturday.
- Pay periods will always be 14 days.
- Payday will always be on a Friday\*.
  - \*Except when a holiday is on the normal payday.



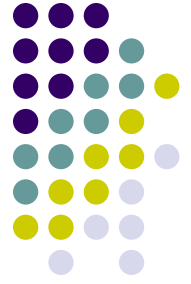
# Bi-weekly

- Overtime will be paid with the week in which it is earned.
- Deductions remain on a 24 pay period cycle
  - Exceptions would be taxes, IMRF/SLEP, and any deductions ordered by a court or pursuant to other statutory restraints – these will be based on 26 pay period cycles.
- There are two months each year that will have three pay checks.
  - On the 3<sup>rd</sup> check of those months, no deductions will be taken with the exemption of taxes, IMRF/SLEP and court ordered deductions.



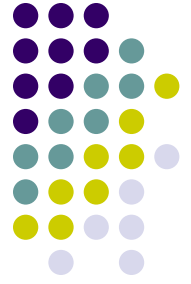
# Bi-weekly

- There will be one month in 2008 where you will receive three pay checks.
  - Check date 10/31/08 will only have taxes, IMRF/SLEP, and court ordered deductions taken – no other deductions will come out on the 10/31/08 check



# Examples

- All examples are for a pay period that does not include any unpaid time off.
- To calculate your bi-weekly salary for 2009
  - 35 hour work week = 1820 hours worked per year
  - Hourly rate x number of hours worked in a year = annual salary
  - Annual salary divided by 26 = gross amount for pay period
  - Example:
    - $\$12.6374 \times 1820 = \$23,000$
    - $\$23,000$  divided by 26 =  $\$884.62$  - gross amount per pay period



# Examples

- All examples are for a pay period that does not include any unpaid time off.
- To calculate your bi-weekly salary for 2009
  - 37.5 hour work week = 1950 hours worked per year
  - Hourly rate x number of hours worked in a year = annual salary
  - Annual salary divided by 26 = gross amount for pay period
  - Example:
    - $\$18.0800 \times 1950 = \$35,256.02$
    - $\$35,256.02$  divided by 26 =  $\$1,356.00$  — gross amount per pay period



# Examples

- All examples are for a pay period that does not include any unpaid time off.
- To calculate your bi-weekly salary for 2009
  - 40 hour work week = 2080 hours worked per year
  - Hourly rate x number of hours worked in a year = annual salary
  - Annual salary divided by 26 = gross amount for pay period
  - Example:
    - $\$19.6096 \times 2080 = \$40,788.00$
    - $\$40,788.00$  divided by 26 =  $\$1,568.77$  - gross amount per pay period

# Paydays



Pay Frequency	Pay Period Start Date	Pay Period End Date	Paycheck Date
<b>Final Semi-Monthly</b>	5/16/2008	5/31/2008	6/10/2008
<b>First Biweekly</b>	<b>6/1/2008</b>	<b>6/14/2008</b>	<b>6/27/2008</b>
Biweekly	6/15/2008	6/28/2008	7/11/2008
Biweekly	6/29/2008	7/12/2008	7/25/2008
Biweekly	7/13/2008	7/26/2008	8/8/2008
Biweekly	7/27/2008	8/9/2008	8/22/2008
Biweekly	8/10/2008	8/23/2008	9/5/2008
Biweekly	8/24/2008	9/6/2008	9/19/2008
Biweekly	9/7/2008	9/20/2008	10/3/2008
Biweekly	9/21/2008	10/4/2008	10/17/2008
Biweekly	10/5/2008	10/18/2008	10/31/2008
Biweekly	10/19/2008	11/1/2008	11/14/2008
Biweekly	11/2/2008	11/15/2008	11/26/2008
Biweekly	11/16/2008	11/29/2008	12/12/2008
Biweekly	11/30/2008	12/13/2008	12/24/2008