FAQ- Payroll Frequency Options

*All dates in the FAQ are for example purposes only and could vary slightly based on where the date falls on the actual calendar.

1. What is the difference between the semi-monthly option 2 and option 3?
   - Option 2, semi-monthly with additional holdback- If an employee chooses option 2, they will not move to semi-monthly pay until the 2021-2022 school year. Payroll will take additional holdback money in the 2020-2021 school year only, so that the employee receives an additional holdback check equal to about half of the usual summer holdback check(s) or half your monthly check for 12-month employees on July 15, 2021 (12-month employees), July 30, 2021 (11-month employees), and August 15, 2021 (10-month employees) as you move to semi-monthly arrears pay in the 2021-2022 school year.
   - Option 3, semi-monthly with no additional holdback- If an employee chooses option 3, they will move to semi-monthly pay in the 2020-2021 school year. This initial move to semi-monthly in option 3 will cause the missed semi-monthly paycheck on July 15, 2020 (12-month employees), and August 15, 2020 (10-month employees) because employees are also moving from current pay to arrears pay by choosing the semi-monthly paycheck option.
     - **11-month employees** will not miss a check, but their last “regular” holdback check in July for the 2019-2020 school year will only be for about a half month of pay. 11-month employees begin work for the new school year during July and previously would have received about a half month’s pay for the new year at the end of July. With the move to semi-monthly pay in arrears, they will receive payment for the second half of July in the middle of August.

2. What will the pay periods be for monthly and semi-monthly pay?
   - **Option 1: Remain on once a month pay**- Nothing will change about how you are currently paid.
   - **Option 2 and 3: Semi-monthly pay**- Once an employee moves to semi-monthly pay whether that is in the 2020-2021 school year (option 3) or in the 2021-2022 school year (option 2), employees will be paid semi-monthly (twice every month) on the 15th and 30th and/or the last business day of the month, **including November and December**. Should the pay date occur on a weekend or holiday, the pay day would be the business day preceding the weekend or holiday.
     - **Semi-monthly pay example pay period**- You work from September 1-15, and then you get paid for that work on September 30th.

3. Will 10-month and 11-month employees still receive summer holdback checks?
   - Yes. Every 10 and 11-month employee will still receive summer holdback checks.
     - **Option 1-** If employees remain on monthly pay, they will receive their holdback checks over the summer, exactly as before. Nothing will change for employees that choose to stay with current, monthly pay.
     - **Option 2-** Employees will receive monthly checks in the 2020-2021 school year with additional holdback taken out each month to prepare for moving to arrears, semi-monthly pay the following school year, 2021-2022. Employees will receive their June and July holdback checks in the summer of 2021 like they are used to. The additional holdback money taken from the 2020-2021 school year will go toward an additional holdback check on July 30, 2021 (11 month) or August 15, 2021 (10 month).
After the initial move to semi-monthly pay in the 2021-2022 school year, holdback checks will be paid out for 11-month employees on July 15th and July 30th and 10-month employees on June 30th, July 15th, July 30th, and August 15th every summer.

- Option 3- If an employee selects option 3 to move straight to semi-monthly pay for next school year, then the usual holdback money that is taken out during the school year will be paid out during the summer months.

After the initial move to semi-monthly pay in the 2020-2021 school year, holdback checks will be paid out for 11-month employees on July 15th and July 30th, and 10-month employees on June 30th, July 15th, July 30th, and August 15th every summer.

4. How will payroll deductions work if I move to semi-monthly pay?
   - All monthly deductions will be divided by 2, so an employee will pay half of what they usually do each paycheck if they move to semi-monthly pay. For example, if you normally have a $50 disability insurance deduction, that deduction will now be $25 each paycheck for semi-monthly pay.

5. If I elect to go to semi-monthly pay during this election window, can I change my mind and return to monthly pay checks?
   - Once the pay frequency election period ends on May 15, 2020, employees will not be permitted to change their selection. Employees may change their mind until May 15, 2020 while the election period remains open in staff portal though. Once an employee changes to semi-monthly pay, they will not be permitted to return to monthly pay.

6. If I elect to keep monthly pay during this election window, can I change my mind and move to semi-monthly pay?
   - Once the pay frequency election period ends on May 15, 2020, employees will not be permitted to change their selection. However, each spring, there will be a new election window for employees on monthly pay to switch to semi-monthly pay for the next school year and beyond (option 3). Employees may change their mind while the election period is open in staff portal though. Once an employee changes to semi-monthly pay, they will not be permitted to return to monthly pay.

7. Will new hires get the option of monthly or semi-monthly?
   - No. As of July 1, 2020, all new Polk County Public School hires will automatically be enrolled in semi-monthly pay. Only current employees have the option to keep monthly pay or move to semi-monthly pay. If anyone is hired between now and July 1, 2020, they will be on monthly pay during the remainder of the current year, and then automatically switched to semi-monthly on July 1, 2020.