

Monmouth County Board of Chosen Freeholders

Hall of Records, One East Main Street, Freehold, NJ 07728

Board of Chosen Freeholders

Gary J. Rich, Sr., Director
Serena DiMaso, Deputy Director
Lillian G. Burry
John P. Curley
Thomas A. Arnone



Teri O'Connor, Administrator
732-431-7384

www.visitmonmouth.com

December 11, 2015

Dear County Employee,

In January 2016, Monmouth County will implement a new pay schedule. Accordingly, employees will now be paid semi-monthly, on the 1st and the 15th of each month.

This means that your pay will be directly deposited into your bank account on the 1st and 15th days of each calendar month with the exception of weekends and holidays. When the 1st or 15th occurs on a non-banking day (Saturdays, Sundays and Federal Holidays are not banking days) your pay will be deposited on the next business day. Information about when specifically this will occur in 2016 is detailed in Question #3 of the Frequently Asked Questions (FAQ) sheet on the back of this page.

To assist employees with this transition to the new schedule, the Monmouth County Board of Chosen Freeholders have authorized a one-time, \$200 adjustment check (gross pay; before tax withholdings) for all full-time and permanent part-time, non-unionized employees. Unionized employees whose negotiations units have agreed to the new pay schedule, prior to the close of business Friday, December 11, 2015, will also be eligible for this adjustment check. The adjustment check will be distributed the week of December 28, 2015.

This letter and FAQ have been posted to Self-Service. Information sessions are also being held to explain the new schedule. You will be notified when your department/division is scheduled. Any questions not answered on the FAQ sheet can be directed to your department timekeeper or emailed to 24payquestions@co.monmouth.nj.us and you will receive a response to your inquiry.

Thank you very much for your anticipated cooperation to ensure a seamless transition to the new and improved system.

Sincerely,

A handwritten signature in blue ink, which appears to read "Teri O'Connor".

Teri O'Connor
County Administrator



24 Pay Frequently Asked Questions

Beginning with your first paycheck in January 2016, Monmouth County will implement a new pay schedule. Employees will be paid semi-monthly; this will be a change from the current bi-weekly schedule. This means that your pay will be directly deposited into your bank account on the 1st and 15th days of each calendar month with exception of Saturdays, Sundays and Federal Holidays, when the pay will be deposited on the next business day (see Question #3).

The Monmouth County Board of Chosen Freeholders have authorized a one-time, \$200 adjustment check (gross pay; before tax withholdings) for all full-time and permanent part-time, non-unionized and unionized county employees who have agreed to this change. This check will be distributed during the week of December 28, 2015.

1. Why is this change being made?

A calendar year does not fit neatly into the previously used bi-weekly pay schedule. The bi-weekly pay schedule creates an anomaly known as the 27th pay which occurs once every 11 years. The 27th pay occurs because a bi-weekly pay cycle does not account for all of the days in a calendar year. A true calendar year is actually 365 ¼ days. A bi-weekly pay cycle only covers 364 days (26 pays x 14 days = 364 days). Every 11th year, when the first pay date falls right at the start of January, there are 27 pay dates.

2. How will this affect my medical contributions and pension deductions?

Both pay and deductions will be divided over 24 pays instead of 26. At the end of the year your annualized salary and your total deductions will be exactly as they are now. There is one exception: pension deductions have always been calculated based on 24 annual payments, therefore there will be no change.

3. Why will I be paid the 1st and 15th?

Under the current system, the pay date is always different. It has always been a Friday, however, not the same date of the month. The new system will make the pay date consistent.

A few items to keep in mind:

**When a pay date falls on a weekend or a holiday, the pay date will be moved forward to the next business day (Saturdays, Sundays and Federal Holidays are considered non-banking/business days). So, for 2016, the January 1 pay date will be moved to Monday, January 4th. There are five additional dates in 2016, where the pay dates will be moved forward. The new pay issue dates are as follows: February 16, May 2, May 16, October 3 and October 17.

4. Will I be paid less money since there will no longer be two months with an extra pay?

While you will not be getting the two additional pays, on average, each paycheck will be larger. There is no change to the amount of your annualized salary; it's just simply how it's divided up in each paycheck. Each employee will have to determine how the shift to 24 pays will affect his or her household budget. To assist you in figuring out the gross pay amount of your semi-monthly paycheck, a user-friendly calculator is available for your use on the County Intranet and in Self-Service.

5. Where can I get more information about the new 24 pay cycle?

This information will also be presented at several locations in the coming weeks. Your timekeeper and other methods of communication will let you know about the session that is scheduled for your department or division.

6. I have some specific questions about the change to the 24 pay cycle. Where can I send my questions?

Please check with your department timekeeper who has received additional training about the nuances of the new payroll calendar and distribution. If you have any additional questions about the 24 pay cycle, please email: 24payquestions@co.monmouth.nj.us and someone will respond to your inquiry.