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To:	Marganna Stanley, Superintendent And School Board Members
From:	Cindy Cloutier *CCloutier* Director of Finance
Date:	June 15, 2020
Re:	Semi-Monthly Pay

I have included the results of the pay frequency survey from June 2019. There were 675 total responses, 65.9% of those indicating that they would prefer a two time per month pay schedule. I have also included the cost to hire a Payroll Clerk II along with three sample pay calendars for the different groups of employees.

I am happy to move forward with whatever option you would like for me to but I do ask that if you choose to move forward with changing from a monthly pay to a semi-monthly pay that we be allotted ample time to do so. Trying to implement this by July 1, 2020 would be extremely difficult.
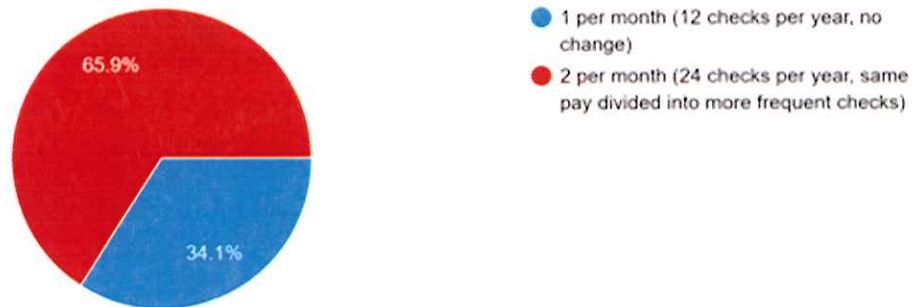
What type of staff member are you?
675 responses

- Certified
- Classified

38.2%

61.8%
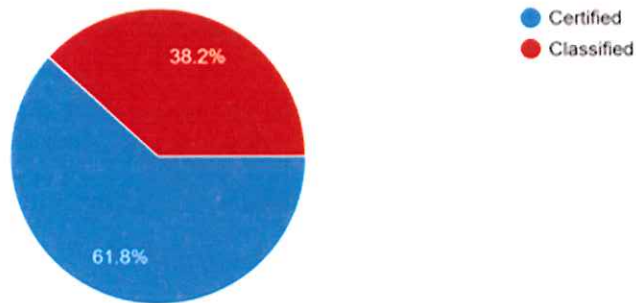
If you had a choice, would you prefer to continue receiving your paycheck one time per month or would you prefer to change to two (2) times per month?
675 responses

- 1 per month (12 checks per year, no change)
- 2 per month (24 checks per year, same pay divided into more frequent checks)

65.9%

34.1%

The percentages for Certified and Classified are both within 1% of the aggregate numbers in the charts above.

Total Responses = 675

Total Certified = 419,

    1 pay = 141 = 33.7%

    2 pays = 278 = 66.3%

Total Classified = 259

    1 pay = 90 = 34.7%

    2 pays = 169 = 65.3%

COST TO MOVE TO SEMI-MONTHLY PAY

ITEM	COST	IMPACT
Payroll Clerk II Salary Pay Grade 24 $16.10 - 0 yrs exp up to $22.05 - 27 yrs exp	$30,912 (with 0 years of experience)	We currently have one payroll clerk doing both certified and classified payroll. Moving to semi-monthly would require an additional payroll clerk. Classified timesheets are more labor intensive and would mean handling the same amount of timesheets two times per month while still being able to complete all the retirement reporting and other monthly reporting.
Matching Benefit Cost	$10,016.00	This includes matching FICA (6.2%); matching Medicare (1.45%), Unemployment (1% up to max of $6,000), Worker's Compensation (0.5%), and CERS Retirement match (24.06%). Total percentage match is 33.21% for a classified employee.
Total Cost	**$40,928.00**	

Changing from monthly payroll to semi-monthly payroll would be an adjustment and would require the hiring of another payroll clerk. It is something that can definitely be done if requested, but I would ask that if we change that we be given a year to put this into place. It would be a very quick turnaround to be able to put this into place by July 1. We need ample time to train a new person, time to adjust all of the deductions, and any other formatting changes that may need to be made to tax tables and MUNIS payroll processing set-up.

Henderson County Public Schools
Semi-Monthly Payroll Calendar for 12Month Employees
Fiscal Year 2020-2021

Beginning Date	Ending Date	Time Sheets Due	Check Date	#Pays
July 1, 2020	July 5, 2020	July 6, 2020	July 15, 2020	1
July 6, 2020	July 19, 2020	July 20, 2020	July 30, 2020	2
July 20, 2020	August 2, 2020	August 3, 2020	August 14, 2020	3
August 3, 2020	August 16, 2020	August 17, 2020	August 28, 2020	4
August 17, 2020	August 30, 2020	August 31, 2020	September 15, 2020	5
August 31, 2020	September 13, 2020	September 14, 2020	September 30, 2020	6
September 14, 2020	September 27, 2020	September 28, 2020	October 15, 2020	7
September 28, 2020	October 18, 2020	October 19, 2020	October 30, 2020	8
October 19, 2020	November 1, 2020	November 2, 2020	November 13, 2020	9
November 2, 2020	November 15, 2020	November 16, 2020	November 30, 2020	10
November 16, 2020	November 29, 2020	November 30, 2020	December 15, 2020	11
November 30, 2020	December 13, 2020	December 14, 2020	December 30, 2020	12
December 14, 2020	January 3, 2021	January 4, 2021	January 15, 2021	13
January 4, 2021	January 17, 2021	January 18, 2021	January 29, 2021	14
January 18, 2021	January 31, 2021	February 1, 2021	February 12, 2021	15
February 1, 2021	February 14, 2021	February 15, 2021	February 26, 2021	16
February 15, 2021	February 28, 2021	March 1, 2021	March 15, 2021	17
March 1, 2021	March 14, 2021	March 15, 2021	March 30, 2021	18
March 15, 2021	March 28, 2021	March 29, 2021	April 15, 2021	19
March 29, 2021	April 18, 2021	April 19, 2021	April 30, 2021	20
April 19, 2021	May 2, 2021	May 3, 2021	May 14, 2021	21
May 3, 2021	May 16, 2021	May 17, 2021	May 28, 2021	22
May 17, 2021	May 30, 2021	May 31, 2021	June 15, 2021	23
May 31, 2021	June 30, 2021	June 16, 2021	June 30, 2021	24

June 15 & June 30, 2020 Pay Date = (Fiscal Year End)= Absences reported in advance for closing purposes.

Denotes a 3-week Pay period (Total of 3 for Fiscal Year)

The Payroll Department will periodically request time reporting sheets earlier than deadlines,
specifically around Holidays and school closings dates.

The payroll calendar represents defined work weeks for attendance and overtime processing.
Time sheets and the Payroll Calendar are not used to calculate Base Pay. Base Pay is an annualized
payment of fiscal year salary divided equally over 24 payments. Please see the employee handbook.

Deduction Information

All voluntary payroll deductions are taken out 24 times (each pay check).

Henderson County Public Schools
Semi-Monthly Payroll Calendar for 11Month Employees
Fiscal Year 2020-2021

Beginning Date	Ending Date	Time Sheets Due	Check Date	#Pays
July 6, 2020	July 19, 2020	July 20, 2020	July 30, 2020	1
July 20, 2020	August 2, 2020	August 3, 2020	August 14, 2020	2
August 3, 2020	August 16, 2020	August 17, 2020	August 28, 2020	3
August 17, 2020	August 30, 2020	August 31, 2020	September 15, 2020	4
August 31, 2020	September 13, 2020	September 14, 2020	September 30, 2020	5
September 14, 2020	September 27, 2020	September 28, 2020	October 15, 2020	6
September 28, 2020	October 18, 2020	October 19, 2020	October 30, 2020	7
October 19, 2020	November 1, 2020	November 2, 2020	November 13, 2020	8
November 2, 2020	November 15, 2020	November 16, 2020	November 30, 2020	9
November 16, 2020	November 29, 2020	November 30, 2020	December 15, 2020	10
November 30, 2020	December 13, 2020	December 14, 2020	December 30, 2020	11
December 14, 2020	January 3, 2021	January 4, 2021	January 15, 2021	12
January 4, 2021	January 17, 2021	January 18, 2021	January 29, 2021	13
January 18, 2021	January 31, 2021	February 1, 2021	February 12, 2021	14
February 1, 2021	February 14, 2021	February 15, 2021	February 26, 2021	15
February 15, 2021	February 28, 2021	March 1, 2021	March 15, 2021	16
March 1, 2021	March 14, 2021	March 15, 2021	March 30, 2021	17
March 15, 2021	March 28, 2021	March 29, 2021	April 15, 2021	18
March 29, 2021	April 18, 2021	April 19, 2021	April 30, 2021	19
April 19, 2021	May 2, 2021	May 3, 2021	May 14, 2021	20
May 3, 2021	May 16, 2021	May 17, 2021	May 28, 2021	21
May 17, 2021	May 30, 2021	May 31, 2021	June 15, 2021	22
May 31, 2021	June 30, 2021	June 16, 2021	June 30, 2021	23
June 21, 2021	June 21, 2021	June 21, 2021	July 15, 2021	24

June 15 & June 30, 2020 Pay Date = (Fiscal Year End)= Absences reported in advance for closing purposes.

Denotes a 3-week Pay period (Total of 3 for Fiscal Year)

The Payroll Department will periodically request time reporting sheets earlier than deadlines, specifically around Holidays and school closings dates.

The payroll calendar represents defined work weeks for attendance and overtime processing. Time sheets and the Payroll Calendar are not used to calculate Base Pay. Base Pay is an annualized payment of fiscal year salary divided equally over 24 payments. Please see the employee handbook.

Deduction Information

All voluntary payroll deductions are taken out 24 times (each pay check).

Henderson County Public Schools
Semi-Monthly Payroll Calendar for 10Month Employees
Fiscal Year 2020-2021

Beginning Date	Ending Date	Time Sheets Due	Check Date	#Pays
August 3, 2020	August 16, 2020	August 17, 2020	August 28, 2020	1
August 17, 2020	August 30, 2020	August 31, 2020	September 15, 2020	2
August 31, 2020	September 13, 2020	September 14, 2020	September 30, 2020	3
September 14, 2020	September 27, 2020	September 28, 2020	October 15, 2020	4
September 28, 2020	October 18, 2020	October 19, 2020	October 30, 2020	5
October 19, 2020	November 1, 2020	November 2, 2020	November 13, 2020	6
November 2, 2020	November 15, 2020	November 16, 2020	November 30, 2020	7
November 16, 2020	November 29, 2020	November 30, 2020	December 15, 2020	8
November 30, 2020	December 13, 2020	December 14, 2020	December 30, 2020	9
December 14, 2020	January 3, 2021	January 4, 2021	January 15, 2021	10
January 4, 2021	January 17, 2021	January 18, 2021	January 29, 2021	11
January 18, 2021	January 31, 2021	February 1, 2021	February 12, 2021	12
February 1, 2021	February 14, 2021	February 15, 2021	February 26, 2021	13
February 15, 2021	February 28, 2021	March 1, 2021	March 15, 2021	14
March 1, 2021	March 14, 2021	March 15, 2021	March 30, 2021	15
March 15, 2021	March 28, 2021	March 29, 2021	April 15, 2021	16
March 29, 2021	April 18, 2021	April 19, 2021	April 30, 2021	17
April 19, 2021	May 2, 2021	May 3, 2021	May 14, 2021	18
May 3, 2021	May 16, 2021	May 17, 2021	May 28, 2021	19
May 17, 2021	May 30, 2021	May 31, 2021	June 15, 2021	20
May 31, 2021	June 30, 2021	June 16, 2021	June 30, 2021	21
June 21, 2021	June 21, 2021	June 21, 2021	July 15, 2021	22
June 22, 2021	June 22, 2021	June 22, 2021	July 30, 2021	23
June 23, 2021	June 23, 2021	June 23, 2021	August 13, 2021	24

June 15 & June 30, 2020 Pay Date = (Fiscal Year End)= Absences reported in advance for closing purposes.

Denotes a 3-week Pay period (Total of 3 for Fiscal Year)

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Deduction Information

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