Greenwood School District 50

2019 Salary Survey

- On May 6, 2019, all permanent employees will receive an email with a link to a salary survey.

- The survey will be open from May 6, 2019 until 4pm on May 10, 2019.

- The survey will ask if the employee would like to be paid once per month or twice per month (15th and last day of month).

- Please make sure you can get into your email. If you can’t, let your school secretary know so she can contact the Computing Services department. Please do this now and don’t wait until May 6th.

The following must occur for the District to change to paying twice per month:

1. At least 75% of all employees must complete the survey
2. If at least 75% of all employees complete survey, 65% must be in favor of changing to being paid twice per month.

If the District changes to paying employees twice per month, the following will occur:

1. Employees will be paid on the 15th and last day of month including the month of November and December.

2. All payroll checks will be direct deposit. The District will no longer allow employees to receive paper checks for payroll.

- The District will not have another survey for at least 3 to 5 years.
- Everyone has one vote! Now is the time to voice your opinion.
Frequently Asked Questions about Semi-Monthly Payroll Checks

1. How many checks will I receive?
   All employees will receive 24 checks.

2. I am unsure of my contract days. Who should I contact?
   Employees may contact the Payroll Department or Human Resources Department to verify contract days.

3. How will this change affect my deductions?
   All deductions, including taxes and insurance, will be taken out of all 24 payroll checks.

4. How will employees be paid for additional pay?
   Employees will be paid for additional pay once per month. Additional pay items include wages for after school programs, homebound, etc.

5. How will athletic supplements be handled?
   Athletic supplements will continue to be handled the same way they are handled currently.

6. How will employees be paid in the summer?
   For the 2019-2020 school term and beyond, all employees will receive payroll checks twice per month in the summer.

7. If the District makes the change to pay semi-monthly, will the District hire another employee in the payroll department?
   No, the District will not hire another employee in the payroll department if this change is made.

8. Does changing to pay employees semi-monthly benefit the District?
   No, there is no benefit to the District.
# PAY CYCLE OF MONTHLY PAYROLL VS SEMI-MONTHLY PAYROLL

<table>
<thead>
<tr>
<th>Contract Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>MONTHLY CHECKS 25th day of month</th>
<th>SEMI-MONTHLY CHECKS 15th and last day of month</th>
</tr>
</thead>
<tbody>
<tr>
<td>180 Days</td>
<td>8/19/2019</td>
<td>5/28/2020</td>
<td>First Check 8/30/2019 Last Check 6/25/2020</td>
<td>First Check 8/30/2019 Last Check 8/14/2020</td>
</tr>
<tr>
<td>180 Bus Dr</td>
<td>8/19/2019</td>
<td>5/28/2020</td>
<td>First Check 8/30/2019 Last Check 6/25/2020</td>
<td>First Check 8/30/2019 Last Check 8/14/2020</td>
</tr>
<tr>
<td>185 Food Service</td>
<td>8/14/2019</td>
<td>5/29/2020</td>
<td>First Check 8/30/2019 Last Check 6/25/2020</td>
<td>First Check 8/30/2019 Last Check 8/14/2020</td>
</tr>
<tr>
<td>190 Food Service</td>
<td>8/8/2019</td>
<td>6/1/2020</td>
<td>First Check 8/30/2019 Last Check 6/25/2020</td>
<td>First Check 8/30/2019 Last Check 8/14/2020</td>
</tr>
<tr>
<td>190 Days</td>
<td>8/9/2019</td>
<td>6/1/2020</td>
<td>First Check 8/30/2019 Last Check 6/25/2020</td>
<td>First Check 8/30/2019 Last Check 8/14/2020</td>
</tr>
<tr>
<td>200 Food Service</td>
<td>8/5/2019</td>
<td>6/10/2020</td>
<td>First Check 8/30/2019 Last Check 6/25/2020</td>
<td>First Check 8/15/2019 Last Check 7/31/2020</td>
</tr>
<tr>
<td>210 Days</td>
<td>7/22/2019</td>
<td>6/15/2020</td>
<td>First Check 8/30/2019 Last Check 6/25/2020</td>
<td>First Check 8/15/2019 Last Check 7/31/2020</td>
</tr>
</tbody>
</table>

**Monthly: (one check per month)**
Monthly gross pay is calculated as follows: Employee’s annual salary divided by 12.
Contract days from 180 to 210 start receiving checks in August and end with 2 checks in June for a total of 12 checks.
Contract days from 215 to 260 start receiving checks in July and end with 1 check in June for a total of 12 checks.

**Semi-Monthly: (two checks per month, 15th and last day of month)**
Semi-Monthly gross pay is calculated as follows: Employee’s annual salary divided by 24.
Semi-Monthly checks will start based on the employee start date for the year (see above).
On a semi-monthly payroll, all checks are 1/2 the amount of a monthly check.
This means your first check for 2019-2020 will be 1/2 of a months compensation.

Your last check for 2018-2019 will be on 6/25/2019. You will receive 1 or 2 checks based on your contract days for the 2018-2019 school term.
The date of your first check for 2019-2020 will be based on your contract days for your position for the 2019-2020 school term.
If a payday falls on the weekend, employees will be paid on the Friday before the scheduled payday.