

2022 Payroll Withholding

Initiative: Administrative Initiative – 29 July 2022 (Payroll # 15)

Impacts: Departments that are part of the HHS and Courthouse Payrolls:

HHS, ADRC, Health, MIS, Admin, Clerk, Treasurer, ROD, Land Info, Zoning, Property Lister, Clerk of Court, DA, Register in Probate, Veterans Service, Maintenance, Ambulance, Emergency Management, Symons, UW Food Service

Reason: Releasing “to date” pay deposits results in inaccurate timecard projections vs. actual hours worked. It then requires substantial corrections to align projected reports with actual time in following pay periods.

Execution: Employees in of the HHS and Courthouse Payrolls will have a “one week” vs. “two week” pay period for payroll # 15 (third payroll in July). The week of July 24th is then carried forward and combined with the week of July 31st to make a “two week” payroll #16. One week is shifted forward thereafter to continue with two week pay periods. (see slide #3)

Notifications: Employees will need to understand this impact to their deposits on the July 29th payroll so they can financially plan for the delay in received compensations.

Current method for HHS and Courthouse – “to date” paychecks:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Projecting time cards for both weeks			Depts. Submit	Payroll Processing		
Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14
	Payroll Processing		Transmit to Bank		Checks Deposited for work thru Day 14	

Proposed method for HHS and Courthouse – “one-week” withholding for paychecks:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Logging actual times worked of week one						
Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14
Projecting time card for rest of week two			Depts. Submit	Payroll Processing		
Next period	Next period	Next period	Next period	Next period	Next period	Next period
	Payroll Processing		Transmit to Bank		Checks Deposited for work thru Day 14	

July / August 2022:

Implementation - Timing

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	4	5	6	7	8	9
Pay Period #14 Week One						
10	11	12	13	14	15	16
Pay Period #14 Week Two						
PP14: Pay Date						
17	18	19	20	21	22	23
Pay Period #15 Week One Only – Third Pay Period of July						
24	25	26	27	28	29	30
Pay Period #16 Week One						
PP15: Pay Date						
31	1	2	3	4	5	6
Pay Period #16 Week Two						
7	8	9	10	11	12	13
Pay Period #17 Week One						
PP16: Pay Date						
14	15	16	17	18	19	20
Pay Period #17 Week Two						

This chart captures pay periods 14 through 17 in July and August 2022

- Employees in the HHS and Courthouse Payrolls will have a “one week” vs. “two week” pay period for payroll # 15 (third payroll in July paid on 7/29/22).
- The week of July 24th is then carried forward and combined with the week of July 31st to make a “two week” payroll #16.
- One week is shifted forward thereafter to continue with two-week pay period and one-week withholding.
- Efforts will also be made with Symons and UW Food Services to align pay periods.
- This action is done with intentions to initiate a two-week withholding in 2023 to facilitate the ability for accurate reporting of timecards and the ability to facilitate accountability and a possible uniform time-keeping system.
- Utilizing the 3rd pay period of the month should help with employee auto-draft concerns, but will still equate to a shifted week of income.

Proposed method for entire County in summer of 2023– two-week withholding for paychecks:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Logging actual times worked of week one						
Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14
Logging actual times worked of week two						
Next period	Next period	Next period	Next period	Next period	Next period	Next period
Reporting actual time card from pay period			Depts. Submit	Payroll Processing		
Next period	Next period	Next period	Next period	Next period	Next period	Next period
	Payroll Processing		Transmit to Bank		Checks Deposited	

PHASE TWO: Summer of 2023 – More to follow in early 2023