



Delayed Payroll System

What is a Delayed Payroll System?

In a Delayed Payroll System, payments are made AFTER the end of the pay period based on actual time worked. This type of system allows time for payroll adjustments to be made before payment to help ensure that employees receive the appropriate amount of compensation.

This will in no way decrease pay. It is just a matter of when employees are paid for time worked.

Why must it be implemented?

A Delayed Payroll is required by the Auditor General of the State of Arizona.

To account for direct deposit and check processing times, payroll must be generated at least one week prior to the pay date.

Currently the Phoenix Union High School District pays on the same date as the end of the pay period. Therefore, the district is paying for time that has not actually been worked, which is a direct violation of the Auditor General's requirements.

This change will result in more accurate payments to our employees.

When will it be implemented?

The Delayed Payroll System will be implemented July 1, 2016.



Additional Information

26 Pay Option

In order to pay for actual hours worked, the 26 pay option will look differently for hourly employees. The Payroll department, in collaboration with local banking institutions, will provide options for setting aside funds through a payroll deduction for summer months. Below are examples of what could be set aside to mimic a balloon payment

Example 1: 9 Month Employee

\$10/hour @ 80 hours=\$800.00

\$800.00 x 18% (for a balloon pmt) = \$144 / pay period

Example 2: 10 Month Employee

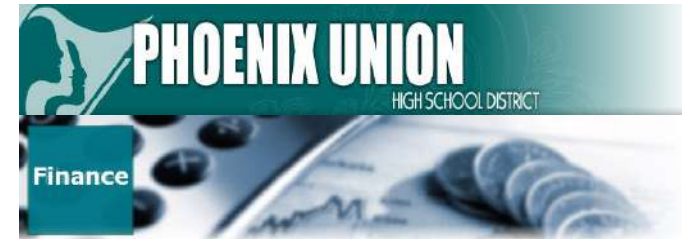
\$10/hour @ 80 hours=\$800.00

\$800.00 x 14% (for a balloon pmt) = \$112 / pay period

Other Considerations

In an effort to minimize the impact of implementing a delayed payroll schedule, the district will issue any possible Proposition 123 payments as early as July of 2016.

Additionally, considering hourly employees would only receive a five day check for the pay period that includes Fall Break, it has been determined that Fall Break will be PAID for all hourly 9 - 10 month employees.



Delayed Payroll System

10 Month Employees

Special Points of Interests:

- What is a Delayed Payroll System?
- Why must it be implemented?
- When will it be implemented?
- How will this affect employees?



2016—2017 Pay Calendar

2016/2017 FISCAL YEAR

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
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OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
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30	31					

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
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19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
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JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
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29	30	31				

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
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26	27	28				

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
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APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
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23	24	25	26	27	28	29
30						

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
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28	29	30	31			

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
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18	19	20	21	22	23	24
25	26	27	28	29	30	

Scheduled Pay Dates

HOW WILL THIS AFFECT ME?

Salaried
Hourly

1. Employees will be paid for actual hours worked every 2 weeks.	✓	✓
2. The work week will begin on Thursday and end on Wednesday.	✓	✓
3. The 26 pay option will no longer be offered to hourly employees (please see “Additional Information” section)		✓
4. “Live” checks will no longer be necessary at the beginning or end of the year. Direct deposit will be available throughout the year.	✓	✓
5. Fall Break will now be a Paid Break (Applicable only to non-12 month hourly employees)		✓
6. Contingent on timely absence reporting by employees, leave balances will be reported accurately on a biweekly basis.	✓	✓
7. With the passage of Prop. 123 in May, a 3% one time payment will be used to offset the delay the first pay period after returning to work.	✓	✓

10 – MONTH EMPLOYEES	Days Paid	Pay Date
Last pay of SY15/16	May 27, 2016	
First Dates Worked SY16/17	7/12- 7/20/16	7 days 7/28/16
Dates Worked SY16/17	7/21 - 8/3/16	10 days 8/12/16
Dates Worked SY16/17	5/11 - 5/24/17	10 days 6/1/17
Last Dates Worked SY16/17	5/25- 6/2/17	7 days 6/15/17

Pay Dates

