

What is the change?

At the start of the new fiscal year in July Yavapai College will make a change in the payroll period that will affect all full-time employees. The College currently pays all full-time non-faculty positions in anticipation of hours worked. In other words, on payday we pay employees for all days up to and including payday with no lag for processing. In July we will introduce a one week lag time for payroll processing, i.e. one week between the end of the pay cycle and employees' receipt of related pay (paying in arrears).

Why is the change necessary?

1. The current practice has created problems over the years especially in the recording of leave taken and maintaining up-to-date vacation leave and sick leave records. The College has an opportunity to correct this practice with the conversion to Banner. Banner has an electronic timesheet feature which would capture all leave balances as taken and maintain up-to-date leave records for all employees (and reports to supervisors) on a bi-weekly basis.
2. The processing time between the end of a pay period and the date employees are paid will allow Payroll to pay employees for all hours worked during the applicable pay period including overtime hours.
3. Paying in arrears eliminates much of the retro-active processing of adjustments and is a "best practice" throughout most industries.
4. Yavapai College currently pays part-time and student employees in arrears so with this change all payroll processing will be consistent.

How will I be affected? What do I need to do?

1. Our payroll schedule will remain unchanged, although it will become essential that absence reports are returned according to an established schedule. Note, electronic timesheets will not be available until Banner HR/Payroll goes live in January 2010.
2. There will be no financial burden on employees as a result of this adjustment. Employees will experience no loss of pay and there is no requirement for repayment. The College will absorb this expenditure as a cost of making this business change.
3. **YOU WILL SEE NO DIFFERENCE IN YOUR PAYCHECK.** On the June 19 pay date you will be paid for hours worked through June 19. On the July 3 pay you will be paid for hours worked through June 26th and additional hours to equal two weeks pay. The one week lag is fully accomplished for the pay date July 17.

Pay Date Pay Period (days paid for on the pay date)

6/19/09 6/6/09 to 6/19/09

7/3/09 One week only, 6/20/09 – 6/26/09, however you will receive a full 2-week pay check

7/17/09 6/27/09 to 7/10/09

The cost of making this pay period change is included in the Preliminary FY09/10 Budget which was approved by the Governing Board on May 12, however, it is subject to final Governing Board approval when the FY09/10 Budget is officially adopted on June 9, 2009.

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