

PAYROLL, BENEFITS, & HRIS

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On behalf of Georgia State University and Finance and Administration, the Payroll, Benefits, and HRIS department is in the process of making some changes this spring in order to be more efficient and to better serve the university community.

One of our biggest changes and challenges is the upcoming payroll frequency change. Last week, detailed letters were sent to your homes outlining how the payroll changes will affect you personally. Since receiving the letters, you have responded with great questions. We would like to take this opportunity to answer some more of your questions and clear up some of the misconceptions.

Beginning on July 1, 2008, both exempt and non-exempt staff will be paid differently.

EXEMPT STAFF

Starting July 1, 2008, exempt staff employees will be paid once a month. Your new pay date will be the last working day of each month starting with your July 31, 2008 paycheck.

NON-EXEMPT STAFF

Beginning July 1, 2008, non-exempt staff members will be paid on a bi-weekly basis (every other Friday). Your first bi-weekly check will be July 18, 2008. Although there will be no change in annual gross income, there will be a change in your bi-weekly gross pay. The change is because you will be paid more frequently - 26 times a year (Bi-Weekly) instead of 24 times a year (Semi-Monthly). This means that your gross income each pay will decrease because your pay frequency increases.

Currently, time sheet periods do not correspond to pay periods. For example, on March 15, 2008, you will be paid for the time period March 1 – March 15. However, you will turn in two time sheets which cross multiple pay periods to report the time worked in this and those other periods.

Beginning July 1, 2008, you will be paid according to your timesheets. This means that to be paid on time, you will need to turn in your timesheet on time. Additionally, the time periods have been changed. The time reported on the time sheet will correspond directly to the pay period. This means that any overtime or additional straight time earned or leave without pay reported will be included on the appropriate pay checks.

The pay frequency transition means that your July 18, 2008 pay will be for 72 hours. You are paid for 72 hours because the regular bi-weekly pay on July 18 includes the 8 hours from June 30 that you have already been paid.

We have created an Excel document that can help explain and visualize the payroll frequency change on our web site at <http://www2.gsu.edu/~wwhre/payroll/non-exempttransition.xls>. On this form, you can input your annual gross salary and the spreadsheet will redistribute your gross salary for each pay period for the calendar year.

We hope that this has helped address some of your concerns and questions. If not, please let us know how we can help you. A town hall meeting is scheduled for March 25, 2008, at 10 a.m. in the Speaker's Auditorium. We are scheduling more training and financial planning sessions and the dates and times will be on the payroll change website at <http://www2.gsu.edu/~wwhre/payroll/faqs.html>. You may also stop by our office located on the third floor of 1 Park Place; call us at 404-413-3302; or email us at payroll@gsu.edu.

Thank you for your questions and concerns.