

Timecard and payroll changes

EFFECTIVE JANUARY 1, 2017



Why are we making this change?

- With recent and upcoming changes to the Affordable Care Act (ACA) and Fair Labor Standards Act (FLSA), exact reporting and payment of hours worked has become more critical. By paying employees for actual hours worked, reporting of worked hours, overtime, vacation and sick, will be more timely and cleaner.
- The College's practice has been to have employees submit timecards, and then have Payroll staff adjust hours to the default hours for the pay cycle (currently 87) to spread pay over 24 pay cycles. **The result is having a timesheet that says one thing and a pay check history that says something else.**
- Currently, overtime hours are calculated manually. Implementation of this payroll change will allow overtime pay to be calculated automatically and help to ensure compliance with JCCC's [Overtime Compensation Policy 418.06](#).

Full-time hourly employee paychecks will reflect the actual hours worked

- The hourly payroll calendar will have consistent, semi-monthly dates (i.e. 1st through the 15th of the month; and the 16th through the last day of the month)
- Impacted employees' pay amounts will no longer be consistent each pay period, as they will reflect the actual hours worked in the pay period, however, total annual pay will remain the same
- Employees will no longer be required to manually enter overtime on their timesheets, as it will be automatically calculated through web time entry
- Part-time employees timesheets will now represent the consistent, semi-monthly dates

FAQ – Why not pay Bi-Weekly

- Consistency of all employees being paid at the same time and not changing this piece from how it is done currently
- Every pay of a 26 pay period would be less than what staff are getting now. Even though there are two more pays per year we felt this would be an issue for some for budgeting purposes
- There is a third pay per month twice a year that does not fall at the same time each year. This can be especially problematic over a college break
- With the 26 pay period the institution would incur additional processing costs
- Benefit deductions would still need to be withheld based on a 24 pay calendar rather than 26. This means that there would be two paychecks per year without benefit deductions, which could also cause budgeting issues for employees.

Pay Comparison between prior hourly pay method and new pay method

pay FY16 paid evenly over the year	pay FY17 paid by timecard entries	Difference each pay
Pay 13 - Jul 15th	1,673.01	1,692.24
Pay 14 - Jul 31st	1,673.01	1,692.24
Pay 15 - Aug 15th	1,673.01	1,538.40
Pay 16 - Aug 31st	1,673.01	1,692.24
Pay 17 - Sept 15th	1,673.01	1,846.08
Pay 18 - Sept 30th	1,673.01	1,692.24
Pay 19 - Oct 15th	1,673.01	1,692.24
Pay 20 - Oct 31st	1,673.01	1,538.40
Pay 21 - Nov 15th	1,673.01	1,692.24
Pay 22 - Nov 30th	1,673.01	1,692.24
Pay 23 - Dec 15th	1,673.01	1,692.24
Pay 24 - Dec 23rd	1,673.01	1,692.24
Pay 1 - Jan 15th	1,673.01	1,692.24
Pay 2 - Jan 31st	1,673.01	1,538.40
Pay 3 - Feb 15th	1,673.01	1,846.08
Pay 4 - Feb 28th	1,673.01	1,692.24
Pay 5 - Mar 15th	1,673.01	1,384.56
Pay 6 - Mar 31st	1,673.01	1,692.24
Pay 7 - Apr 15th	1,673.01	1,846.08
Pay 8 - Apr 30th	1,673.01	1,538.40
Pay 9 - May 15th	1,673.01	1,538.40
Pay 10 - May 31st	1,673.01	1,692.24
Pay 11 - Jun 15th	1,673.01	1,846.08
Pay 12 - Jun 30th	1,673.01	1,692.24
total	40,152.24	40,152.24

This is an example of a FT Hourly staff member

QUESTIONS?

➤ www.jccc.edu/2017payrollchanges

➤ 2017payrollchanges@jccc.edu

➤ Becky Centlivre
◦ bcentliv@jccc.edu
◦ 913-469-3267

➤ Susan W. Rider
◦ srider@jccc.edu
◦ 913-469-2439

➤ Payroll Office
◦ 913-469-3263