

## Important Information for Employees That are Retiring or Resigning

- For employees with a 6/1/23 retirement date – Retirees will receive their final payroll deductions for benefits on the 5/31/23 payroll and their benefits will end on 6/30/23. Summer payouts will occur on the 6/30/23 payroll.
- Employees who work less than 225 days and resign on their last contract day for FY23 will receive their last paycheck on 7/31/23, and their benefits will end on 8/31/2023.
- Please review auto drafts/payments that you have set up with your financial institution.
- Please verify your address in Employee Self Service (ESS). If there are any changes/corrections, the employee will need to complete the name and address change form at [https://www.bcsdk12.net/departments/human\\_resources/name\\_address\\_change](https://www.bcsdk12.net/departments/human_resources/name_address_change). This is very important for employees that are retiring/resigning and do not receive their paycheck via direct deposit.
- Your Employee Self Service (ESS) account remains active even if you are no longer employed with Bibb County School District. This is how you will access your W-2 form and payroll information.
  - Username = 5-digit employee id number
  - Password = last four of SSN or the password the employee created
- ESS Instructions can be found on the District website, [www.bcsdk12.net](http://www.bcsdk12.net)>Employees>ESS instructions.

## FAQs – Transition from Monthly to Semi-Monthly Payroll

### How will a semi-monthly check be calculated?

- Your monthly gross salary amount will be divided by two (2).
- Federal and state withholdings, FICA, and Medicare will be deducted based on the IRS and Georgia tax tables.
- All benefit payments and deductions will be divided by two (2).

### Will the contract year for employees change?

- There are no contract year changes for 239 & 225 day employees.
- All other employee contract types will change from September - August to **August - July**.

### How will this affect my taxes?

- For all employees other than 239 and 225 day contracts, you will receive two checks on July 31, 2023, one for July 2023 and one for the August 2023 payout. This will payout all your SY 2022-2023 contract.
- For the **2023 tax year only**, your yearly income will be increased by one month's salary. This could have the potential to affect your taxes for the calendar year 2023.

### Will we get paid early in November and December?

- There will be no early pay dates.
- Checks will be issued twice a month on the 15<sup>th</sup> and 30<sup>th</sup>/31<sup>st</sup>. If payday falls on a weekend or a banking holiday, payday will be on the last banking day before the 15<sup>th</sup> or 30<sup>th</sup>/31<sup>st</sup>.

### When will I get paid for additional hours (Summer School, Before & Afterschool Programs, etc.)?

You will receive payment for additional hours based on the dates listed on the payroll calendar.

## FY 2024 Semi-Monthly Pay Transition and Change in Payroll Calendar Information

### July 2023

Monthly Paid  
Employees  
(225 & 239 days)

The new FY 2024 contract begins July 1<sup>st</sup>. This group will be paid for the first time under the new semi-monthly pay cycle for all district employees. They will receive a check on July 14<sup>th</sup> and July 31<sup>st</sup>.

Monthly Paid  
Employees  
(< 225 days)

This group will receive their regular monthly July and August checks on July 31<sup>st</sup>. This will complete their FY 2023 contract payout. All employees that work less than 225 days will receive a total of 2 checks on July 31<sup>st</sup>.

Semi-Monthly Paid  
Employees  
(225 & 239 days)

**No Change**  
This group will receive a check on July 14<sup>th</sup> and July 31<sup>st</sup>.

Semi-Monthly Paid  
Employees  
(< 225 days)

This group will receive 2 regular checks for July and 2 regular check for August to complete their FY 2023 contract payout. So, they will receive a total of 4 checks, 1 check on July 14<sup>th</sup> and 3 checks on July 31<sup>st</sup>.

### August 2023

Monthly Paid  
Employees  
(225 & 239 days)

This group will receive a check on August 15<sup>th</sup> and August 31<sup>st</sup> under the new semi-monthly pay cycle for all employees.

Monthly Paid  
Employees  
(< 225 days)

The new FY 2024 contract begins on August 1<sup>st</sup>. This group will be paid for the first time under the new semi-monthly pay cycle for all district employees. They will receive a check on August 15<sup>th</sup> and August 31<sup>st</sup>.

Semi-Monthly Paid  
Employees  
(225 & 239 days)

**No Change**  
This group will receive a check on August 15<sup>th</sup> and August 31<sup>st</sup>.

Semi-Monthly Paid  
Employees  
(< 225 days)

The new FY 2024 contract begins on August 1<sup>st</sup>. This group will be paid for the first time under the new semi-monthly pay cycle for all district employees. They will receive a check on August 15<sup>th</sup> and August 31<sup>st</sup>.

### September 2023 and Beyond

All district employees will receive paychecks under the new semi-monthly pay cycle for all district employees.