

A reminder:

You will receive your last monthly paycheck on July 29. The first 2 week pay period will be 7/14-7/27 with payday on August 5.

There will be 26 pay periods in a year. Only 24 pay periods will have insurance deductions.

Vacation and sick leave will accrue every 2 weeks.

If a holiday falls on a Monday payday, you will receive your check on the following day, Tuesday.

What this means for you:

Timecards need to be approved weekly – there will be a 3 business day turnaround from the end of the pay period until payroll is submitted, which means if entries are missing or times not accurate, you will not be paid correctly.

Report corrections to be made on your timecard the day it happens

Request vacation and sick leave in a timely manner

Things you can do now:

If you have a direct deposit that includes more than one account, complete a new form changing the amounts for a 2 week period. Note effective date at the top as 7/14/19.

If you have additional money coming out for federal or state, complete new W-4's with the new amounts for 2 week pay. Note effective date at the top as 7/14/19.

If you are contributing to a 403B or ROTH, complete a new form with the amount to be contributed for a 2 week payroll. Note the effective date at the top as 7/14/19.

If you are not currently enrolled in direct deposit, you may want to consider having your checks in your bank the morning of payday.

If your struggling with clocking in/out and entering location codes, or submitting requests for time off, please talk with your supervisor, Payroll (Lynda) or HR (Brenda, Jess, Abby) for assistance.

2019 HOURLY PAYROLL SCHEDULE

4 week pay period = 140 hours minimum to accrue vacation and sick leave

4 week pay period = 120 hours to maintain insurance benefits

5 week pay period = 175 hours minimum to accrue vacation and sick leave
5 week pay period = 150 hours to maintain insurance benefits

<u>Pay Period</u>	<u>Pay Day</u>
<i>December 16, 2018 - January 19, 2019 (5 weeks)</i>	<i>January 31</i>
<i>January 20 - February 16</i>	<i>February 28</i>
<i>February 17 - March 16</i>	<i>March 29</i>
<i>March 17 - April 13</i>	<i>April 29</i>
<i>April 14 - May 18 (5 weeks)</i>	<i>May 31</i>
<i>May 19 - June 15</i>	<i>June 28</i>
<i>June 16 - July 13</i>	<i>July 29</i>

2 week payroll schedule begins

70 hours minimum to accrue vacation and sick leave
60 hours minimum to maintain insurance benefits

<i>July 14 - July 27 - no ins deducted in this ck</i>	<i>August 5</i>
<i>July 28 - August 10</i>	<i>August 19</i>
<i>August 11 - August 24</i>	<i>September 3 (Tues)</i>
<i>August 25 - September 7</i>	<i>September 16</i>
<i>September 8 - September 21</i>	<i>September 30</i>
<i>September 22 - October 5</i>	<i>October 14</i>
<i>October 6 - October 19</i>	<i>October 28</i>
<i>October 20 - November 2</i>	<i>November 11</i>
<i>November 3 - November 16</i>	<i>November 25</i>
<i>November 17 - November 30</i>	<i>December 9</i>
<i>December 1 - December 14</i>	<i>December 23</i>
<i>December 15 - December 28</i>	<i>January 6, 2020</i>

****Beginning with the 2 week pay schedule, paydays will always be on Monday**

****If a holiday falls on a Monday, payday will be on Tuesday**

2019 REIMBURSEMENT CHECK SCHEDULE

Please do not call the offices requesting your expense check prior to the times listed below as checks will not be available until 10am on the 21st of each month.

5th of each month: Deadline for employees to turn in reimbursement forms to supervisor

10th of each month: Deadline for supervisors to turn in to accounts payable

21st of each month: After 10:00a.m., reimbursement checks will be available at your respective offices for you to pick up (Des Moines or Ames)

When the 21st falls on a Saturday checks will be released on the Friday before.

When the 21st falls on a Sunday checks will be guaranteed on the Monday after the 21st.

- **Sunday, April 21, 2019 - checks available after 10am Monday, April 22, 2019**
- **Sunday, July 21, 2019 - checks available after 10am Monday, July 22, 2019**
- **Saturday September 21, 2019 - checks available after 10am Friday, September 20, 2019**
- **Saturday, December 21, 2019 – checks available after 10am Friday, December 20, 2019**