



LONG BEACH UNIFIED SCHOOL DISTRICT
Business Department – Financial Services
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Monthly Payroll FAQs

Frequently Asked/Answered Questions

The Long Beach Unified School District (District), Teacher's Association of Long Beach (TALB) and California School Employees Association, Long Beach Chapter 2, Units A & B (CSEA) agree that it is in the interest of the District, TALB and CSEA to move from a Quadra-Weekly pay cycle to a Monthly pay cycle. This document is to provide answers to frequently asked questions regarding this change.

What is Monthly Payroll ?

- Monthly Payroll refers to paydays that occur 12 times per 12 month calendar year paid on the last working day of the month. Optional salary advance up to 50% of net salary paid on the 15th (preceding workday if the 15th falls on a weekend / holiday)

Why the change to Monthly Payroll?

- Feedback from employees
 - We are the only district that pays on a Quadra-Weekly schedule
- Consistent pay dates
 - Employees have expressed concern over the inconsistency in the pay dates
- Conforms with norms for financial institutions
 - For example, employee verification of income
- Conforms to a Monthly Reporting Structure for PERS/STRS, consistent with Los Angeles County of Education (LACOE) and other school districts in the County

How will my paycheck be impacted by this transition?

- 12 Month Employees (July – June)
 - Your first Monthly pay date is July 31st 2019. If you have salary advance, then you will receive the advance on July 15th 2019.
 - You will receive one final Quadra-Weekly paycheck on July 5, 2019. Any hourly or overtime for June will be paid July 12th 2019
 - Since the number of pay periods is changing from 13 to 12 your take home pay will be different than what you have now but your annual gross pay will be the same
- 11 Month Employees (Early/Mid August – June)
 - Your first Monthly pay date is August 30th 2019. (100% check)
 - Since the number of pay periods is changing, your take home pay will be different than what you have now but your annual gross pay will be the same
 - First salary advance is September 13th.

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- **10.5 Month Employees (Late August – June)**
 - Your first Monthly pay date is August 30th 2019. (50% check)
 - Since the number of pay periods is changing, your take home pay will be different than what you have now but your annual gross pay will be the same

What's the difference between a Quadra-Weekly and Monthly payroll cycle?

	QW	Monthly
Pay Periods	13	12
Pay Dates	Every 4 Weeks	Once Per Month on the last pay day of the month
Aggregated Paychecks	Separate Paycheck for Monthly, Hourly and Overtime	Monthly, Hourly and Overtime will now be included in one check
Number of Days in Pay Period	Consistently 20 Days	20-23 Varies depending on month
Salary Advance Pay Dates	2 weeks prior to QW pay date	Mid Month (15 th)

What are the new Monthly Pay dates?

- The pay dates can be found on the District website at: www.lbschools.net/payroll

How will this affect the amount on my Paychecks?

Example Quadra-Weekly vs Monthly			
Employee Type	Salary	QW Gross Pay	Monthly Gross Pay
10.4 Month Employee	\$50,000	\$50,000/10.4 pay periods = \$4,807.69 per pay period	\$50,000/10.5 pay periods= \$4,761.90 per pay period
12 Month Employee	\$50,000	\$50,000/13 pay periods = \$3,846.15 per pay period	\$50,000/12 pay periods = \$4,166.66 per pay period

How will this affect my deductions?

- Deductions will come out once per month.
- Example:
 - If you currently have deductions taken 10 QW's per year (QW04 thru QW13), they will be deducted 10 months per year (September thru June).
 - If you currently have deductions taken 12 QW's per year (QW02 thru QW13), they will be deducted 12 months per year (July thru June).

How will my garnishments be deducted?

- Garnishments will be deducted as mandated by the courts.

How will my Taxes be affected?

- The amount paid will be different than when you were paid on Quadra-Weekly, so the amount of taxes withheld per paycheck will be different.
- Note: The amount deducted will be based upon the monthly tax tables defined by the IRS tax table.

Do I have to make changes to my tax deductions?

- Changes are not required. You can consult your tax preparer for information and advice. If you would like make a change please submit a new W-4 form to the Payroll department.

Will I still accrue Vacation at the same rate?

- The rate at which annual vacation will accrue will remain the same.
- The amount of hours accruing each month will be based on hours paid in the pay period.

How will my Sick Leave be affected?

- Employees will receive the same amount of sick days at the same rate as Quadra-Weekly, with one exception.
 - Per Ed Code, Certificated Monthly allows for 12 Sick Leave accrual days annually. Year Round, administrators and CDC teachers get 13 sick leave accrual days. This will be reduced to 12.
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How will this affect my retirement?

- This will not affect your retirement. Your overall hours and salary contributed will be the same annually.

When will this change to in to affect?

- This change will go in to affect July 1, 2019

Can I opt out of Monthly Payroll?

- No. All District employees will be converted to Monthly Payroll. There will not be an option to opt out.

Will I continue to receive a Salary Advance?

- Yes. No changes are needed. The amount you currently receive will be the same amount paid by the 15th of the month.

Is there anything I can do to plan for this change?

- Examine your personal budget to determine the impact of the pay date changes
 - Review your voluntary deductions and contact payroll to make any necessary changes
 - Review any automatic bank drafts or loan payments
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What if I have additional questions?

- Information is posted in the payroll section of the District website at: www.lbschools.net/payroll
- Review the FAQ's provided on the District website
- Contact the District payroll department
 - Specific email and phone numbers are listed on the webpage