

## WHAT IS MONTHLY PAYROLL?

*Monthly Payroll refers to paydays that occur 12 times per 12 month calendar year.*

## WHEN WILL WE CHANGE TO MONTHLY PAYROLL?

*This change will go into affect July 1, 2019*

## WHY ARE WE SWITCHING TO MONTHLY PAYROLL?

- ◇ *Feedback from employees*
- ◇ *Consistent pay dates*
- ◇ *Confirms with norms for financial institutions*
- ◇ *Conforms to a Monthly Reporting Structure for PERS/ STRS ,consistent with Los Angeles County of Education (LACOE)*



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[www.lbschools.net/payroll](http://www.lbschools.net/payroll)

# Understanding Monthly Payroll



**LONG BEACH**  
UNIFIED SCHOOL DISTRICT



## Stay Informed

The Payroll, Fiscal Services and Information Services Departments are teaming up to ensure all employees are informed and have opportunities to ask questions before the change to Monthly Payroll.

### How to Learn More:

- ◆ Review the website [www.lbschools.net/payroll](http://www.lbschools.net/payroll) to review key dates, FAQ's, video presentation and other information.
- ◆ Talk to your principals, directors or site secretaries about available presentation dates.
- ◆ Ensure you take the time to read information, view video presentation, key dates, FAQ's and suggestions on how to be prepared.

## CHANGES YOU CAN EXPECT WITH MONTHLY PAYROLL

- ◆ You will receive 1 paycheck per month instead of 1 every 4 weeks. Optional salary advance mid-month
- ◆ You will be paid over 12, 11 or 10.5 pay periods
- ◆ You will receive Monthly, Hourly and Overtime pay aggregated in each check at month end
- ◆ The first Monthly pay date is July 31st, 2019 for 12 month employees
- ◆ August 30th, 2019— 100% check for 11 month employees and 50% check for 10.5 month employees

Sample 2019 Calendar Year		
Month	Salary Advance (optional)	Monthly, Hourly, Overtime
July*	Mon. July 15th	Wed. July 31st
August	Thurs. August 15th	Fri. August 30th**
September	Fri. Sep 13th	Mon. Sep. 30th

\*July—12 month employees (optional salary advance Jul. 15th)

\*\*August—11 month employees—100% check

\*\*August 30th—10.5 month employees—50% check

## TO PREPARE FOR MONTHLY PAYROLL

- ☑ Attend a presentation and / or review information on the District website
- ☑ Examine your personal budget to determine the impact of the pay frequency changes
- ☑ Review any automatic bank drafts or loan payments
- ☑ Examine your personal budget to determine the impact of the pay date changes



*Contact the Payroll Department with any specific questions related to your deductions or garnishments*