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March 15, 2021

Dear GSIL Attendant Care Employees:

Effective with the pay period beginning Saturday, April 24, 2021, all GSIL employees who are currently paid on a weekly basis, will transition to a bi-weekly pay cycle.

GSIL recognizes this will be a disruption to how you are receiving your payroll at this time and it is our goal to make this as seamless as possible by providing you ample time to plan ahead.

Making this change will allow GSIL to increase payroll processing to ensure employees are getting paid timely and accurately with a reduced likelihood of payroll errors.

Please review the attached FAQ and updated payroll calendar and contact payroll or human resources if you have questions not covered by the FAQ.

We will continue to provide reminders and additional information weekly, as well as post this information on the Attendant hub and the MyGSIL webpages at www.gsil.org.

Please know we are committed to making this transition as straightforward and the least disruptive as possible.

Thank you,

Carin Philbrick
Compliance Director/Payroll
603-410-6577

Ann Malburne
HR Manager
603-410-6551

2021 Payroll Calendar on the back of this letter

Bi-Weekly 2021 PAYROLL CALENDAR

April							May							June						
				1	2	3						1		1	2	3	4	5		
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29			23	24	25	26	27	28	29	27	28	29	30			
						30	30	31												
July							August							September						
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		
October							November							December						
					1	2		1	2	3	4	5	6			1	2	3	4	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

This calendar will help you keep track of the dates you are being paid and what week ending date is associated with that pay date. The blue coloring shows the actual pay dates. If you need further clarification, please feel free to contact the Payroll or HR departments at 1-800-826-3700.

PAY WEEKS	PAY DATE	PAY WEEKS	PAY DATE
03/13/21- 03/19/21	04/01/21	06/19/21 – 07/02/21	07/08/21
03/20/21- 03/26/21	04/08/21	07/03/21 – 07/16/21	07/22/21
03/27/21- 04/02/21	04/15/21	07/17/21 – 07/30/21	08/05/21
04/3/21- 04/09/21	04/22/21	07/31/21 – 08/13/21	08/19/21
04/10/21- 04/16/21	04/29/21	08/14/21 – 08/27/21	09/02/21
04/17/21- 04/23/21	05/06/21	08/28/21 – 09/10/21	09/16/21
		09/11/21 – 09/24/21	09/30/21
		09/25/20 – 10/08/21	10/14/21
Bi-Weekly Starts		10/09/21 – 10/22/21	10/28/21
04/24/21 – 05/07/21	05/13/21	10/23/21 – 11/05/21	11/10/21
05/08/21 – 05/21/21	05/27/21	11/06/21 – 11/19/21	11/24/21
05/22/21 – 06/04/21	06/10/21	11/20/21 – 12/03/21	12/09/21
06/05/21 – 06/18/21	06/24/21	12/04/21 – 12/17/21	12/23/21



Biweekly Pay Cycle Conversion Frequently Asked Questions

Beginning Saturday, April 24, 2021; all GSIL employees paid on a weekly basis will transition to a biweekly pay cycle. Recognized as a best practice at businesses across the country, the biweekly pay cycle will enable GSIL to create a more efficient payroll process. Here's what you need to know about the transition:

1. What are the advantages of a biweekly pay cycle?

- Standardize payroll cycles across GSIL
- More efficient and effective time reporting
- Fewer manual adjustments
- You will be paid every other Thursday for the pay period that ends on the previous Friday.

2. When will the change from a weekly pay schedule to a biweekly pay schedule take effect?

- Employees who are transitioning to a biweekly pay cycle will receive their last weekly paycheck on May 6, 2021. This check will include earnings for the pay cycle of April 17- April 23, 2021
- The first biweekly paycheck will be on May 13, 2021. This check will include the earnings for the pay period of
 - April 24, 2021 – May 7, 2021.
- The next biweekly paycheck will be on May 27, 2021. This check will include the earnings for the pay period of
 - May 8, 2021 – May 21, 2021.

3. Can I choose not to transition to a biweekly pay schedule?

No. All GSIL employees that are currently paid weekly, will be transitioned to the biweekly pay schedule effective April 24th.

4. How will this change affect any overtime hours I might work?

Overtime wages will be paid in the pay period in which they are worked. The Fair Labor Standards Act (FLSA) states that overtime must be paid at 1 ½ times the employee's regular rate of pay for all hours worked over 40 in a work week. Your work week will continue to be Saturday-Friday. Your biweekly paycheck will consist of all hours worked for 2 work weeks.

- **For Example:**
 - Work week 1 (Saturday-Friday): You worked 36 hours
 - Work week 2 (Saturday-Friday): You worked 43 hours
 - You will be paid 76 hours at your regular rate of pay and 3 hours at 1 ½ times your regular rate of pay.
 - Each pay week is looked at separately; you will be paid overtime for any hours worked over 40 in a work week, not 80 in a pay period.

5. What should I do to prepare for the conversion to biweekly pay?

We encourage you to review your personal budget situation and determine your income needs based on a biweekly pay schedule. Please refer to the updated 2021 [Payroll Calendar](#). In preparation for the conversion, here are additional suggestions of what you should you do to prepare:

- Review your current tax withholdings elections to make any necessary changes. Pay particular attention to additional tax withholding amounts. See question 25 for more details.
- Request that creditors adjust your automatic withdrawal or bill pay dates to align with your new pay schedule. Review any payment schedules for mortgage payments, utility bills, installment loans, child support orders, etc. to ensure that the change in pay dates does not result in late payments. Review any automatic bank drafts or loan payment schedules set up with your bank.
- As always, please be sure to review your paycheck for accuracy.

6. Will I need to make any changes to my direct deposit?

No. If you currently have your earnings sent to your bank account by direct deposit, you do not have to make a change. If you have automatic bill pay from your account, you may want to talk to your financial institution about any necessary changes as your paycheck will be deposited every other Thursday instead of every Thursday. Please review any secondary direct deposit accounts to confirm that you will have the appropriate amount deposited at the schedule time.

7. What if I pay some of my bills through the automatic bill pay?

If you have automatic bill pay set up for any regular expenses, for example mortgage payments, student-loan payments or car payments, we encourage you to work directly with your financial institution(s) to change payment dates as needed.

8. Will my benefit deductions change?

Yes. Because you will be being paid for 2 work weeks instead of one, any weekly deductions you may have will also adjust accordingly.

9. I have a garnishment deduction. How will the transition to biweekly pay affect the amount deducted for my garnishment?

If the garnishment deduction is calculated as a percentage of your earnings, a deduction will occur each pay period, up to the maximum deduction allowed, and based upon federal and state regulations. For example, a garnishment deduction of 25% will continue to be taken at the rate of 25% each pay day.

If the garnishment deduction is a fixed flat-dollar amount, the amount is recalculated to a biweekly amount.

10. I contribute to my 403(b) plan. When will my contributions be taken?

If your contributions are set up as a percentage deduction, the percentage amount will be taken each pay day.

If your contributions are set up as a fixed flat-dollar amount, that amount will be recalculated to a bi-weekly amount.

11. Will I need to make any changes to my taxes or withholdings?

If you have an additional tax amount deducted from your paycheck, that amount will be calculated out to a yearly amount and then divided by 26 for a biweekly amount. If you do not want the current additional amount to be split in this manner, please submit a new [W-4 Form](#) to Human Resources by May 10, 2021.

Changes to your tax withholdings are likely not necessary, unless you determine it would be appropriate given your specific situation. However, you may change your W-4 withholding at any time. Biweekly tax withholdings will continue to be based upon IRS guidelines. The IRS Publication 15 (Circular E)

Employer's Tax Guide can be accessed at www.irs.gov. You might also consider increasing your 403b deductions and FSA contributions during Open Enrollment in December, thereby reducing your taxable income.

12. How does the change in pay frequency affect my Federal taxes?

We will continue to tax you according to the Federal W-4 form you currently have on file. Your biweekly earnings will be taxed based upon the biweekly tax schedule set by the Internal Revenue Service. You can review the tax schedules on the following link: www.irs.gov

13. Should I consult a tax advisor?

If you are uncertain about the impact of this on your tax situation, please consult your personal tax advisor.

14. Will there be ongoing communication?

Yes. Ongoing communication will be shared with affected staff and their supervisors regarding the transition.

15. If I have additional questions, who do I speak with?

Pay, tax deductions, or accruals questions should be directed HR or Payroll.

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Carin Philbrick (interim Payroll Manager)
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