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ADVISORY

CLAYTON COUNTY PUBLIC SCHOOLS

1058 Fifth Avenue | Jonesboro, GA 30236

770-473-2700

www.clayton.k12.ga.us



FOR IMMEDIATE RELEASE

Department of Communications, Public Relations & Marketing

Jada K. Dawkins
Chief of Communications
Telephone: (770) 472-7257

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CCPS Semi-Monthly Pay Updates

Establishes Semi-Monthly Pay Hotline for Employee Inquiries

JONESBORO – Clayton County Public Schools (CCPS) employees will receive their first semi-monthly check on January 15, 2019. As a result of the change, CCPS will have an increased number of paydays each year. Employees will receive 24 checks a year. Each check will represent one-half of your monthly total gross pay and one-half of your monthly net (take-home, after deductions, etc.) pay.

In preparation for semi-monthly pay, CCPS employees have been encouraged to consider how this cash flow change will impact their bill-paying routine. For example, if a mortgage or car payment is automatically paid from a checking account, adjustments in the payment schedule may have to be arranged with financial institutions.

If an employee does not have direct deposit, they should sign up with the banking institution of your choice. In an effort to be more efficient, the district is aspiring to move to 100 percent direct deposit for all employees. All current employees who do not have direct deposit should sign up as soon as possible. Employees in need of assistance in getting direct deposit set up or if they are having trouble obtaining a financial institution, **contact the payroll office via email: ccps.semimonthlypay@clayton.k12.ga.us**.

In order to keep all employees informed, the payroll office developed a *Frequently Asked Questions* (FAQ) document to provide additional information about Semi-Monthly Pay and the transition process.

The FAQ can be accessed by using the following link:

<https://www.clayton.k12.ga.us/common/pages/UserFile.aspx?fileId=16027676>.

The district has identified that a small group of employees may have been adversely impacted by programming for the semi-monthly payroll possibly affecting their receipt of pay on January 15. In an effort to proactively mitigate for this potential issue, the district is contacting the employees affected and is making sure that a hard copy check is available by the end of business on Monday, January 14, so that no hardship will be felt by those affected.

The CCPS Payroll Department appreciates all employees' support and flexibility in adjusting to a semi-monthly payroll frequency. We understand how important it is to our employees and want to make sure we are doing everything to make the transition as easy as possible. **If you have questions or concerns regarding semi-monthly pay on January 15, please contact the payroll office via email above and/or through the Semi-Monthly Pay hotline at 678-817-3096.**

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