



How will this affect 12 month employees?

On the current pay schedule, 12 month employees earn 2 paychecks per month for a total of 24 paychecks per year. The first paycheck for the fiscal year is issued on July 15th and the 24th paycheck is issued on June 30.
See fig. 1A below

On the new (Pay in Arrears) pay schedule, 12 month employees earn 2 paychecks per month for a total of 24 paychecks per year. The first paycheck for the fiscal year is issued on July 31st and the 24th paycheck is issued on July 15th.
See fig. 1B below

Figure 1A: **Current 12 month Employee Pay Schedule (July 15 - June 30)**



Figure 1B: **New Pay Schedule (July 31 - July 15)**

What is happening here?

This is a **one-time delay** in pay to allow the schedule to shift. **FCPS is utilizing a gap pay approach for 12 month employees.**

Can I request a pay advance?

Yes. On July 15, 2024, FCPS will automatically issue you a paycheck for 70% of your regular gross pay based on your June 15th, 2024 paycheck. In this one gap paycheck FERKO and garnishments/liens WILL NOT be deducted. Staff will be responsible to make arrangements with these offices as needed.

Will I have to pay back the gap pay?

Yes. The gap pay will be paid back over the remaining paychecks through the course of the year. If you leave employment prior to the completion of the payback, any remaining balance due will be deducted from your final pay or you will receive an invoice.

I am a 12 month employee and do not need a gap paycheck. Can I opt out?

Yes. Yes. In PeopleSoft Self-Service between 5/1/24 and 6/15/24.

I'm expecting a salary change that will be effective July 1st, 2024. When will I see that change on my paycheck?

July 1st, 2024 salary changes will be reflected on your July 31st, 2024 paycheck.