

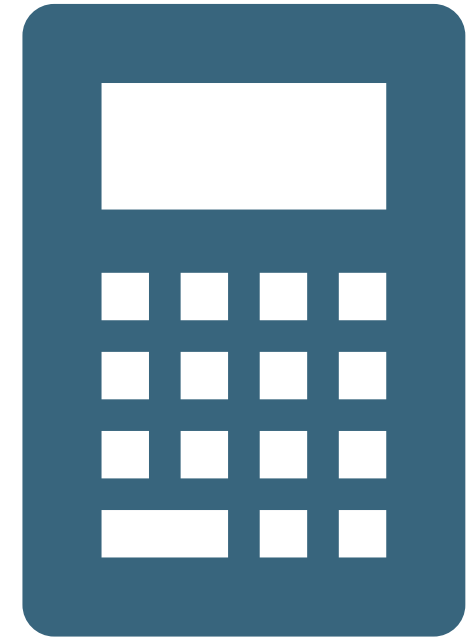
# Payroll Clarity Project

Pay Transition Calculator  
Instructions for 10- and 11-Month  
Employees



# Pay Transition Calculator Overview

- The following slides provide instructions on how to use the Pay Transition Calculator as part of your decision-making process related to the Payroll Clarity Project
- The Payroll Clarity changes go into effect beginning January 1, 2022
- The Pay Transition Calculator will provide estimates regarding your take home pay, any deductions, etc., and may be used to assist you in understanding the impacts of the One Time Cash Advance option



***Disclaimer: These free resources and accompanying materials are provided for informational purposes only. This information should not be considered financial advice and you should consider what resources and analysis may be best for your individual needs.***

# Preparation Steps

- You will need to download the Transition Pay Calculator to your desktop so that you can enter your specific pay data.
  - Click the button labeled for the employee group you belong to
  - This will automatically download the Microsoft Excel file to your device
- You will need to access Greenshades to gather pay data; those instructions start on the next slide.

# Accessing Information for the Calculator

- In order to enter the correct information into the Pay Transition Calculator, you will need to access a paystub in Greenshades.

Access pay statement information

Login to Greenshades

On the right side you should see your most recent paystub. Click the "View Paystub" button

Download or print using the buttons in the top right corner of your pay stub (or note your paystub details)

Use your paystub information to fill out the calculator

County of Albemarle

Change Company

Log in with account

Email Address

Password

Employee Name Account Settings Sign Out

Your Most Recent Paystub

Your most recent direct deposit was on 9/30/21

Net Pay  
**\$2,400**  
YTD \$24,000

View Paystub

paystub.pdf 1 / 1 80% +

County of Albemarle  
401 MCINTIRE ROAD  
CHARLOTTESVILLE, VA, 22902  
4342965855

Direct Deposit Earnings Statement  
DD #####

Description	Rate	Earnings		Amount	YTD Amounts
		Pay Date	Start Period		
		8/31/2021	7/10/2021		8/31/2021
		Hours			
Base Pay	\$24.0395	173.33		\$4,166.85	\$33,334.83
Additional Pay	\$0.00	0		\$0.00	\$0.00
Total:		173.33		\$4,166.85	\$33,334.83
Payroll Deductions		Taxes			
Description	Amount	Year To Date	Code	Amount	Year To Date
Sample Deduction 1	\$37.50	\$300.00	FED	\$301.86	\$2,414.88
Sample Deduction 2	\$37.50	\$300.00	SS	\$258.34	\$2,066.72
Sample Deduction 3	\$100.00	\$800.00	MED	\$60.41	\$483.28
			VA	\$196.57	\$1,572.56

Open in New Window

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# Sample Paystub and Information

Once you have access to your pay stub, please note the following areas for use with the pay calculator:

- **Monthly Base Pay**

- **Monthly Stipend total\***

- **Deductions**

- **VRS Deductions**

- **Taxes**

\*A list of qualifying stipends can be found to the right of the sample pay statement in the second tab of the Pay Transition Calculator. Refer to this list to determine which stipends may be included in calculations to make the paycheck estimate more accurate.

County of Albemarle 401 MCINTIRE ROAD CHARLOTTESVILLE, VA, 22902 4342965855		Direct Deposit Earnings Statement			
		DD #####			
		Pay Date	Start Period	End Period	
		8/31/2021	7/10/2021	8/31/2021	
Earnings					
Description	Rate	Hours	Amount	YTD Amounts	
Base Pay	\$20.4393	60	\$1,226.36	\$9,810.86	
Additional Pay	\$0.00		\$0.00	\$0.00	
Sample Stipend 1**	\$167.00		\$167.00	\$1,336.00	
Sample Stipend 2**	\$50.00		\$50.00		
Total:		60	\$1,226.36	\$9,810.86	
Payroll Deductions					
Description	Amount	Year To Date	Code	Amount	Year To Date
Sample Deduction 1	\$20.00	\$160.00	FED	\$88.68	\$709.44
Sample Deduction 2	\$0.00	\$0.00	SS	\$74.79	\$598.32
ICMA Mandatory Contribution	\$32.64	\$0.00	MED	\$17.49	\$139.92
ICMA Voluntary Contribution	\$16.76		VA	\$30.73	\$245.84
VRS Retirement Cont. #####	\$131.08				
Total:		\$200.48	\$160.00	\$211.69	\$1,693.52
Payroll Benefits					
Description	Amount	Year To Date	Net Wage Amounts		
Sample Benefit 1	\$71.12	\$568.96	Net wages/period		
Sample Benefit 2	\$18.00	\$144.00	Net wages YTD		
Total:		\$89.12	\$712.96		
Direct Deposit Information					
Bank	Account	Amount		Miscellaneous	
Bank Name	#####	\$994.67		Annual Leave	40.00
				Sick Leave	120.00
				Comp Time	8
				Employee ID	999999
Total:				\$994.67	

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# Transition Pay Calculator—Sample Pay Statement

- Once you have accessed your paystub information, open the Transition Pay Calculator
- Click on the **Sample Pay Statement** tab for a model of a sample pay stub. The model pay statement highlights where to find information to use in the Transition Pay Calculator tab
- A list of qualifying stipends can be found to the right of the sample pay statement. Refer to this list to determine which stipends may be included in calculations to make the paycheck estimate more accurate.

This is a sample pay statement. Reference the highlighted fields to populate the "Transition Pay Calculator" tab

County of Albemarle		Direct Deposit Earnings Statement	
401 MCINTIRE ROAD CHARLOTTESVILLE, VA, 22902 4342965855		DO #####	
Pay Date	Start Period	End Period	
8/31/2021	7/10/2021	8/31/2021	
Earnings			
Description	Rate	Hours	Amount
Base Pay	\$24.0395	173.33	\$4,166.85
Additional Pay	\$0.00	0	\$0.00
Sample Stipend 1**	\$167.00	0	\$167.00
Sample Stipend 2**	\$50.00	0	\$50.00
Total:		173.33	\$4,383.85
Payroll Deductions		Taxes	
Description	Amount	Year To Date	Amount
Sample Deduction 1	\$40.00	\$300.00	\$301.86
Sample Deduction 2	\$60.00	\$300.00	\$258.34
ICMA Mandatory Contribution	\$60.13	\$880.00	\$60.41
ICMA Voluntary Contribution	\$32.10		\$196.57
VRS Retirement Cont. #####	\$250.26		\$1,572.56
Total:		\$442.48	\$1,400.00
Net Wage Amounts		Miscellaneous	
Description	Amount	Year To Date	Amount
Sample Benefit 1	\$47.77	\$382.16	
Sample Benefit 2	\$201.45	\$1,611.60	
Total:		\$249.22	\$1,993.76
Direct Deposit Information		Miscellaneous	
Bank	Account	Amount	Amount
Bank Name	#####	\$3,124.19	Annual Leave 90.00
Total:		\$3,124.19	Sick Leave 120.00
			Employee ID 9999999

This is a sample pay statement. Reference the highlighted fields to populate the "Transition Pay Calculator" tab

**\*\*Applicable stipends to include in Stipend Monthly Amount:**

- Academic Leadership Stipend
- Academic Leadership Stipend
- Acting Pay/ Temp Wrk Hghr Class
- AP Intern Program Stipend
- EDEP 3% Incentive
- Extra Class
- NBCT Stipend
- Non-CC Misc. Stipend
- Public Safety ALS
- Public Safety Associates Deg
- Public Safety Bachelors Deg
- Public Safety Detective
- Public Safety DPO
- Public Safety HAZMAT
- Public Safety TRT
- VERIP Stipend

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# Transition Pay Calculator

- Click on the **Transition Pay Calculator** tab
- Enter your paystub data into the cells in the *User Input* section and see your information reflected in the *Pay Calendar* section
- Note that this will give an **estimate** of future checks – it is not an exact forecast
  - Amounts for taxes and some deduction are percentages of your income and may fluctuate from pay period to pay period because of things like overtime and additional pay. Those fluctuations are not accounted for in this calculator.

AutoSave On

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Merge & Center

Alignment

\$ % ∞

Number

Conditional Formatting

Format as Table

Styles

N12

A		B	C	E	F	G	H	I	J	K
1	User Input			Pay Calendar						
2	Base Monthly Earnings			Pay Date	Work Days	Gross Pay Amount	Total Deduction s	Total Taxes	Payback Amount	Take Home Pay
3	Stipend Monthly Earnings			1/21/2022 *	9	\$ -	\$ -	\$ -	\$ -	\$ -
4	Current Monthly Deductions (Excluding VRS)			1/31/2022	N/A	\$ -	\$ -	\$ -	\$ -	\$ -
5	Current Monthly VRS Deductions			2/4/2022	8	\$ -	\$ -	\$ -	\$ -	\$ -
6	Current Monthly Taxes			2/18/2022	10	\$ -	\$ -	\$ -	\$ -	\$ -
7	Work Calendar	180 +2		3/4/2022	10	\$ -	\$ -	\$ -	\$ -	\$ -
8	Transition Pay Option	None		3/18/2022	9	\$ -	\$ -	\$ -	\$ -	\$ -
9				4/1/2022	10	\$ -	\$ -	\$ -	\$ -	\$ -
10	Calculations			4/15/2022	5	\$ -	\$ -	\$ -	\$ -	\$ -
11	Gross Pay Per Full Period	\$ -		4/29/2022 **	10	\$ -	\$ -	\$ -	\$ -	\$ -
12	True-Up Amount	\$ -		5/13/2022	10	\$ -	\$ -	\$ -	\$ -	\$ -
13	Transition Pay Amount	\$ -		5/27/2022	10	\$ -	\$ -	\$ -	\$ -	\$ -
14	Payback Amount Per Period	\$ -		6/10/2022	9	\$ -	\$ -	\$ -	\$ -	\$ -
15				6/24/2022	5	\$ -	\$ -	\$ -	\$ -	\$ -
16				7/8/2022	0	\$ -	\$ -	\$ -	\$ -	\$ -
17				7/22/2022	0	\$ -	\$ -	\$ -	\$ -	\$ -
18				8/5/2022	0	\$ -	\$ -	\$ -	\$ -	\$ -
19				8/19/2022	0	\$ -	\$ -	\$ -	\$ -	\$ -
20				9/2/2022	5	\$ -	\$ -	\$ -	\$ -	\$ -
21				9/16/2022	9	\$ -	\$ -	\$ -	\$ -	\$ -
22				9/30/2022 **	10	\$ -	\$ -	\$ -	\$ -	\$ -
23				10/14/2022	9	\$ -	\$ -	\$ -	\$ -	\$ -
24				10/28/2022	10	\$ -	\$ -	\$ -	\$ -	\$ -
25				11/11/2022	7	\$ -	\$ -	\$ -	\$ -	\$ -
26				11/25/2022	10	\$ -	\$ -	\$ -	\$ -	\$ -
27				12/9/2022	7	\$ -	\$ -	\$ -	\$ -	\$ -
28				12/23/2022	10	\$ -	\$ -	\$ -	\$ -	\$ -
29				1/6/2023 ***	0	\$ -	\$ -	\$ -	\$ -	\$ -

Ready

Transition Pay Calculator | Reference Pay Statement | True Up Pay | Monthly to Bi-Weekly Comparison | Pay Calendar

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# Transition Pay Calculator—Inputs

- Use information from your pay stub to fill out input fields.
  - A. Base Pay Monthly Amount** = Earnings Amount total
  - B. Stipend Monthly Amount** = Base Pay Rate
  - C. Current Monthly Deductions** = Sum of Non-VRS Deduction Amounts
  - D. Current Monthly VRS Deductions** = Sum of VRS Deduction Amounts
  - E. Current Monthly Taxes** = Taxes Amount total
  - F. Work Calendar** = Select your work schedule from the drop-down menu
  - G. Transition Pay Option** = Select different options from the drop-down menu to compare results
- Note that this is an estimate – it is not an exact forecast

	A	B
1	<b>User Input</b>	
2	<b>Base Monthly Earnings</b>	\$ <b>A</b> 2,900.64
3	<b>Stipend Monthly Earnings</b>	<b>B</b>
4	<b>Current Monthly Deductions (Excluding VRS)</b>	\$ <b>C</b> 20.00
5	<b>Current Monthly VRS Deductions</b>	\$ <b>D</b> 180.48
6	<b>Current Monthly Taxes</b>	\$ <b>E</b> 1,143.03
7	<b>Work Calendar</b>	<b>F</b> 180 +2
8	<b>Transition Pay Option</b>	<b>G</b> None
9		
10	<b>Calculations</b>	

180 +2

182

184 +2

185 +2

191

200

210

220

None

One Time Pay Advance

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# Transition Pay Calculator—Results

- Once you have entered your selections, your calculator will display any payback amounts, taxes, and your take home pay based on your selections and whether or not you chose the view the One Time Pay Advance option (see examples in the images below)

- Additionally, our 10- and 11-month non-exempt employees will receive a lump sum in January called a “True Up” payment for their salary that is currently being held to cover paychecks in non-working times.

## 1 One-Time Pay Advance

The screenshot shows the 'Pay Calendar' tab of the calculator. The 'Transition Pay Option' is set to 'One-Time Pay Advance'. The 'Pay Calendar' table shows a 'True-Up Amount' of \$3,339.15 in January 2022, followed by a 'Payback Amount' of \$1,059.42 in February 2022. The 'Take Home Pay' is \$1,059.42 in February 2022. The 'YTD Total' is \$1,059.42.

Pay Date	Work Days	Gross Pay Amount	Total Deduction	Total Taxes	Payback Amount	Take Home Pay	YTD Total
1/21/2022	9	\$ 1,839.94	\$ (102.24)	\$ (678.28)	\$ -	\$ 1,059.42	\$ -
1/31/2022	N/A	\$ 3,339.15	\$ -	\$ (1,230.96)	\$ -	\$ 4,152.57	\$ -
2/4/2022	8	\$ 1,635.50	\$ (102.24)	\$ (602.92)	\$ (185.85)	\$ 744.49	\$ -
2/18/2022	10	\$ 2,044.38	\$ (102.24)	\$ (753.65)	\$ (185.85)	\$ 1,002.64	\$ -
3/4/2022	10	\$ 2,044.38	\$ (102.24)	\$ (753.65)	\$ (185.85)	\$ 1,002.64	\$ -
3/18/2022	9	\$ 1,839.94	\$ (102.24)	\$ (678.28)	\$ (185.85)	\$ 873.57	\$ -
4/1/2022	10	\$ 2,044.38	\$ (102.24)	\$ (753.65)	\$ (185.85)	\$ 1,002.64	\$ -
4/15/2022	5	\$ 1,022.19	\$ (102.24)	\$ (376.82)	\$ (185.85)	\$ 357.27	\$ -
4/29/2022	**	\$ 2,044.38	\$ -	\$ (753.65)	\$ (185.85)	\$ 1,104.88	\$ -
5/13/2022	10	\$ 2,044.38	\$ (102.24)	\$ (753.65)	\$ (185.85)	\$ 1,002.64	\$ -
5/27/2022	10	\$ 2,044.38	\$ (102.24)	\$ (753.65)	\$ (185.85)	\$ 1,002.64	\$ -
6/10/2022	9	\$ 1,839.94	\$ (102.24)	\$ (678.28)	\$ (185.85)	\$ 873.57	\$ -
6/24/2022	5	\$ 1,022.19	\$ (102.24)	\$ (376.82)	\$ (185.85)	\$ 357.27	\$ -
7/8/2022	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/22/2022	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/5/2022	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/19/2022	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/2/2022	5	\$ 1,022.19	\$ (102.24)	\$ (376.82)	\$ -	\$ 543.13	\$ -
9/16/2022	9	\$ 1,839.94	\$ (102.24)	\$ (678.28)	\$ -	\$ 1,059.42	\$ -
9/30/2022	**	\$ 2,044.38	\$ -	\$ (753.65)	\$ -	\$ 1,290.73	\$ -
10/14/2022	9	\$ 1,839.94	\$ (102.24)	\$ (678.28)	\$ -	\$ 1,059.42	\$ -
10/28/2022	10	\$ 2,044.38	\$ (102.24)	\$ (753.65)	\$ -	\$ 1,188.49	\$ -
11/11/2022	9	\$ 1,839.94	\$ (102.24)	\$ (678.28)	\$ -	\$ 1,059.42	\$ -
11/25/2022	8	\$ 1,635.50	\$ (102.24)	\$ (602.92)	\$ -	\$ 930.35	\$ -
12/9/2022	7	\$ 1,431.06	\$ (102.24)	\$ (527.55)	\$ -	\$ 801.27	\$ -
12/23/2022	10	\$ 2,044.38	\$ (102.24)	\$ (753.65)	\$ -	\$ 1,188.49	\$ -
1/6/2023	***	\$ -	\$ (102.24)	\$ -	\$ -	\$ (102.24)	\$ -

## 2 No Transition Pay

The screenshot shows the 'Pay Calendar' tab of the calculator. The 'Transition Pay Option' is set to 'None'. The 'Pay Calendar' table shows a 'True-Up Amount' of \$3,339.15 in January 2022, followed by a 'Payback Amount' of \$1,059.42 in February 2022. The 'Take Home Pay' is \$1,059.42 in February 2022. The 'YTD Total' is \$1,059.42.

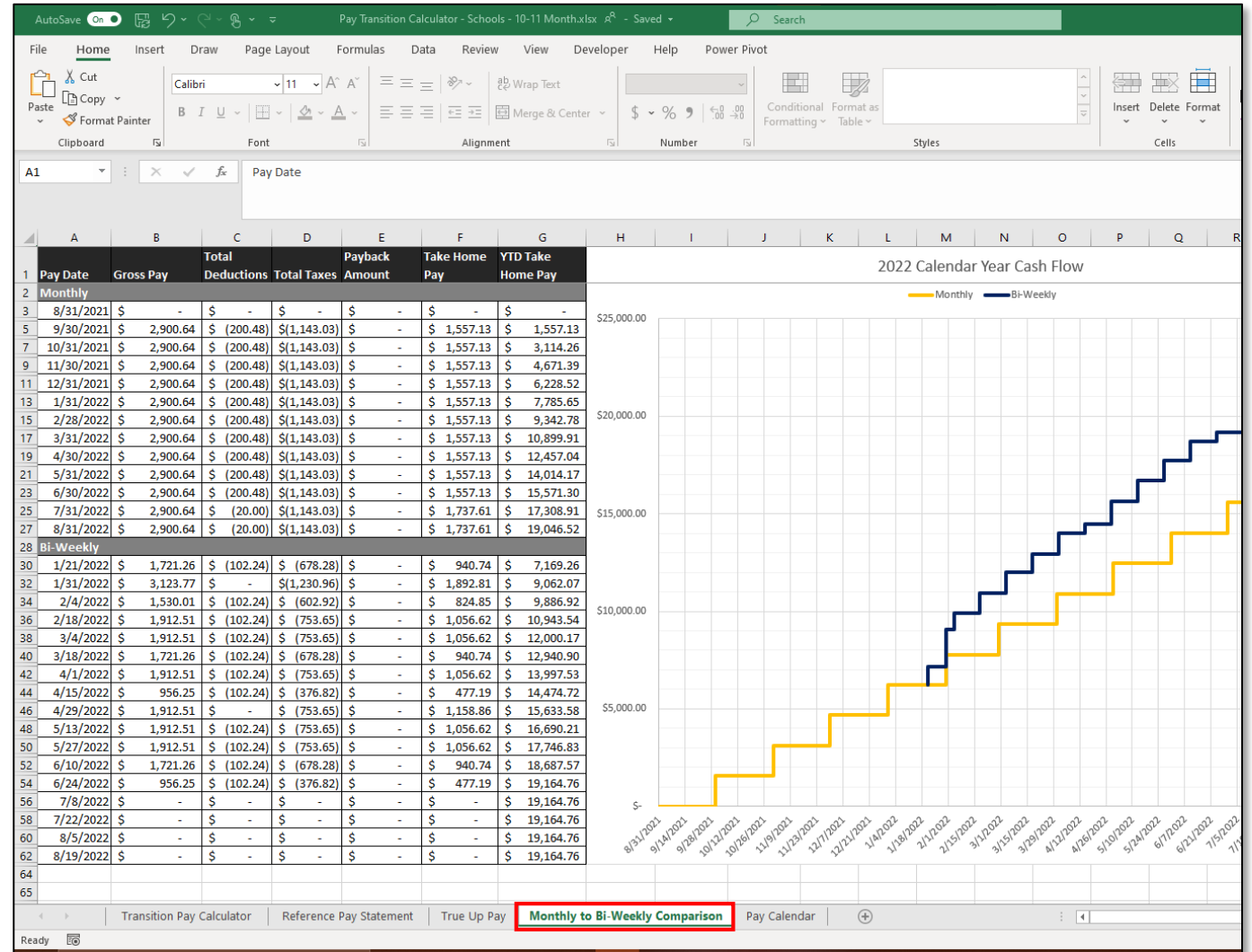
Pay Date	Work Days	Gross Pay Amount	Total Deduction	Total Taxes	Payback Amount	Take Home Pay	YTD Total
1/21/2022	9	\$ 1,839.94	\$ (102.24)	\$ (678.28)	\$ -	\$ 1,059.42	\$ -
1/31/2022	N/A	\$ 3,339.15	\$ -	\$ (1,230.96)	\$ -	\$ 2,108.20	\$ -
2/4/2022	8	\$ 1,635.50	\$ (102.24)	\$ (602.92)	\$ -	\$ 930.35	\$ -
2/18/2022	10	\$ 2,044.38	\$ (102.24)	\$ (753.65)	\$ -	\$ 1,188.49	\$ -
3/4/2022	10	\$ 2,044.38	\$ (102.24)	\$ (753.65)	\$ -	\$ 1,188.49	\$ -
3/18/2022	9	\$ 1,839.94	\$ (102.24)	\$ (678.28)	\$ -	\$ 1,059.42	\$ -
4/1/2022	10	\$ 2,044.38	\$ (102.24)	\$ (753.65)	\$ -	\$ 1,188.49	\$ -
4/15/2022	5	\$ 1,022.19	\$ (102.24)	\$ (376.82)	\$ -	\$ 543.13	\$ -
4/29/2022	**	\$ 2,044.38	\$ -	\$ (753.65)	\$ -	\$ 1,290.73	\$ -
5/13/2022	10	\$ 2,044.38	\$ (102.24)	\$ (753.65)	\$ -	\$ 1,188.49	\$ -
5/27/2022	10	\$ 2,044.38	\$ (102.24)	\$ (753.65)	\$ -	\$ 1,188.49	\$ -
6/10/2022	9	\$ 1,839.94	\$ (102.24)	\$ (678.28)	\$ -	\$ 1,059.42	\$ -
6/24/2022	5	\$ 1,022.19	\$ (102.24)	\$ (376.82)	\$ -	\$ 543.13	\$ -
7/8/2022	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/22/2022	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/5/2022	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/19/2022	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/2/2022	5	\$ 1,022.19	\$ (102.24)	\$ (376.82)	\$ -	\$ 543.13	\$ -
9/16/2022	9	\$ 1,839.94	\$ (102.24)	\$ (678.28)	\$ -	\$ 1,059.42	\$ -
9/30/2022	**	\$ 2,044.38	\$ -	\$ (753.65)	\$ -	\$ 1,290.73	\$ -
10/14/2022	9	\$ 1,839.94	\$ (102.24)	\$ (678.28)	\$ -	\$ 1,059.42	\$ -
10/28/2022	10	\$ 2,044.38	\$ (102.24)	\$ (753.65)	\$ -	\$ 1,188.49	\$ -
11/11/2022	9	\$ 1,839.94	\$ (102.24)	\$ (678.28)	\$ -	\$ 1,059.42	\$ -
11/25/2022	8	\$ 1,635.50	\$ (102.24)	\$ (602.92)	\$ -	\$ 930.35	\$ -
12/9/2022	7	\$ 1,431.06	\$ (102.24)	\$ (527.55)	\$ -	\$ 801.27	\$ -
12/23/2022	10	\$ 2,044.38	\$ (102.24)	\$ (753.65)	\$ -	\$ 1,188.49	\$ -
1/6/2023	***	\$ -	\$ (102.24)	\$ -	\$ -	\$ (102.24)	\$ -

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# Transition Pay Calculator—Paycheck Comparison

- Click on the **Monthly to Bi-Weekly Comparison** tab to see a comparison of monthly checks vs. projected bi-weekly checks
- Note that the bi-weekly projections take the transition pay option selected in the *Transition Pay Calculator* into account
- Please send an email to [PayrollClarityQuestions@albemarle.org](mailto:PayrollClarityQuestions@albemarle.org) if you have any difficulties using the calculator

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# Transition Pay Calculator—True-Up Pay

- Click on the **True Up Pay** tab to view how and when the true-up payment impacts the new pay schedule
- Note that the exact details of your true-up may vary. The image to the right is for example only

