

ATTENTION EMPLOYEES! About your fiscal year-end pay

Why do most employees receive two pay warrants at the end of the fiscal year?

The majority of City employees will be receiving two pay warrants on July 21 because the 2009 fiscal year ended four days before the end of the pay period.

- One warrant is for 4 days: 6/27 through 6/30.
- The second is for 10 days: 7/1 through 7/10.

The two pay warrants, added together, equal full payment for a normal pay period of 14 days.

How were deductions taken from the 6/27 to 6/30 and 7/1 to 7/10 paychecks?

Deductions that are based on a percentage of your pay (such as OASDI, SDI, and HI) were taken from each pay warrant.

Deductions that are based on a fixed amount (such as health insurance, credit union, and charity deductions) were taken from the 1st pay at 20% and 2nd pay warrant at 80%.

Exception: Garnishment deductions were handled differently because of the special formulas used to compute them. Nevertheless, the sum of the garnishments taken in each of the two pay warrants equals what is normally taken in a two-week pay period.

Questions?

Payroll/Personnel Services Division

Please call your Departmental Payroll Office if you have any questions about these warrants.

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