

Date of Employment Changes for PeopleSoft Employees

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The PeopleSoft bi-weekly period is 14 consecutive days and employees are paid not later than 13 days after the end of each period. In order to minimize payroll administration disruptions, current county employees who promote, demote, laterally transfer, or make any other type of employment change (e.g., change in FLSA designation from FLSA-exempt to hourly) affecting a PeopleSoft workweek, will do so on the first day of a bi-weekly pay period or the first business day thereafter.

Newly hired employees will commence county employment on their first day of actual work with the county. Agencies are encouraged but not required to hire new employees on the first day of the bi-weekly pay period or the first business day thereafter.

In the event that any provision of this Human Resources Bulletin conflicts with an applicable provision of a collective bargaining agreement or binding past practices thereunder, the latter shall prevail.

QUESTIONS/COMMENTS

Refer all questions or comments to county Payroll Operations at 206-263-9356.