NOTICE OF CHANGE IN EMPLOYEE PAYROLL FREQUENCY

EFFECTIVE 2026-2027 SCHOOL YEAR

Spartanburg School District Two will be transitioning its payroll frequency to better serve our staff. This change will move the district from a monthly pay cycle to a **semi-monthly** (twice a month) schedule, resulting in **24 pay periods per year**, with **Bus Drivers/Monitors** resulting in **20 pay periods per year**.

This shift is designed to provide more frequent access to earnings and align with modern compensation standards.

The Timeline of Implementation

The shift in pay frequency will occur at the start of the 2026-2027 school year.

- **The Transition Month (July 2026):**
  - July will serve as the transition period with the last monthly payroll processed on **July 20, 2026**.
- **The New Semi-Monthly Pay Cycle (August 2026):**
  - The first semi-monthly payroll will be processed on **August 14,2026.**

Transition from Monthly to Semi-Monthly Payroll Schedule

Frequently Asked Questions (FAQs)

1. **Who does this change in payroll frequency apply to?**

   *This change will affect **ALL** Spartanburg School District Two employees.*
   - *Full-time employees*
   - *Part-time employees*
   - *Hourly employees*
   - *Bus Drivers/Monitors*
   - *Non-District Coach employees*

2. **Who is excluded from this change in payroll frequency?**

   *This change does **not** apply to contracted services, self-employed individuals, or third-party vendors paid through Accounts Payable.*

3. **What is the change in payroll frequency?**

   *The payroll frequency will change from a monthly pay date of the 20th of each month to **semi-monthly pay dates of the 15th and 30th of each month. (If the payroll date falls on a weekend, payroll will be dated for the business day immediately preceding the weekend.)***

4. Can I opt out of the semi-monthly pay frequency and stay on the monthly pay frequency?

   No. ***All*** *employees of Spartanburg School District Two will transition to a semi-monthly pay frequency beginning with their August 14th paycheck.*

5. Will my total annual salary change?

   No, this transition will not result in a change and/or reduction in annual salaries.

6. How does this change affect my paycheck?

   Annualized employees *will receive their annual salary divided equally by 24 paychecks instead of by 12 paychecks. The paycheck on the 15th will be the first half of the employee's monthly salary with the paycheck on the 30th being the second half.*

   Hourly employees *will receive their paychecks per the payroll schedule that will be published annually.*

7. How will this change affect my monthly benefit/insurance premiums and other deductions, such as retirement, garnishments, additional direct deposit amounts, etc.?

   Standard (fixed) monthly deductions, including additional Direct Deposit amounts, *will be divided in half for each paycheck, and* ***percentage-based deductions*** *will be applied directly to each paycheck's amount, ensuring accurate, prorated deductions.*

8. Do I need to make any changes to my Federal and/or South Carolina W-4 Form(s)? What if I currently have additional withholdings deducted from each check?*

   The district will continue to tax you according to the latest Federal and South Carolina W-4 form you currently have on file, this ***includes the additional withholding amount*** *stated on the form.*

   If you would like to ***change the additional withholding amount****, you will need to complete a new Federal and/or South Carolina W-4 form in ESS (Employee Self-Service) by* ***Friday, August 7, 2026****, for the August 14th payroll.*

   **Please Note: The Finance Department is not allowed to provide any tax advice. Please consult with your tax advisor for assistance with the completion of both the Federal and South Carolina W-4 form.*

9. Will this change in pay frequency affect my sick leave and/or annual leave accruals?

   No, sick leave and annual leave will accrue at the end of each month.

10. When will my sick leave/annual leave be deducted from my leave balances?

    All absences will post to employee leave balances per the pay schedule that will be published annually.

11. Will I receive checks during the summer?

    Previously all 190-220 day employees received two checks on June 20th. As a result of the transition to a semi-monthly pay cycle, all 190-220 day employees will receive 2 checks each month beginning in August 2026 and ending in July 2027. Please refer to the pay schedule that will be published annually on the district website.