TO:      Full time 9 1/2-month faculty members

FROM:            The Office of Finance/Payroll and Office of Human Resources

DATE: Thursday, August 4, 2016

REF:    Important Notice Regarding Your Pay Schedule for 2016-2017

**Note:  YOUR ACTION IS REQUIRED! You will receive a duplicate hard copy of this announcement via the USPS mail delivery to your home address, as well.**

Greetings, faculty!

As the last several reserve pay cycles of the 2015-16 academic year come to an end, it is important that all 9 ½ month faculty are made aware of an event known as a payroll leap year and how it is will affect your scheduled pay dates for the upcoming 2016-17 academic year.

Normally, there are 26 pay periods during an academic year. Periodically, through natural progression in the calendar, the calendar will present 27 biweekly payroll cycles, particularly during a leap year such as 2016. When this occurs, it is what’s known as a payroll leap year and adjustments to the payroll schedule are necessary to ensure that employees are paid appropriately. This oddity in the calendar occurs approximately every 11 to 15 years depending on how the academic calendar falls and it happens because 26 biweekly paychecks only account for 364 days in a year, not 365 or 366 as is with 2016 due to the leap year. Over time, those extra one or two days add up to create an additional pay period in the year. For 9 ½ month faculty, the payroll leap year was last experienced during the 2003-2004 academic year. At that time, it was decided that all 9 ½ month faculty would not be paid on August 22, 2003 to avoid a 27th pay event that would have ultimately overpaid all 9 ½ month faculty the equivalent of one biweekly gross pay for the year.

Due to the same idiosyncrasies in the progression of the calendar that took place in 2003-04, along with the timing of the faculty’s August 22, 2016 return date for the upcoming academic year, a 27th pay event has evolved in the pay schedule for the 2016-17 academic year. This means there will be a one pay cycle gap in the pay events between the final reserve pay of the previous 2015-16 academic year on August 19, 2016 and the start of the first pay event of the new 2016-17 academic year scheduled on September 16, 2016. This one pay cycle gap means that faculty are not scheduled to receive a pay on Friday, September 2, 2016.

The College is concerned about the inconvenience and financial hardship that some of you may experience as a result of the interruption of the normal pay process to your personal finances. On behalf of the College, the Offices of Finance and Human Resources have worked diligently to create an option to bridge the September 2nd no pay gap and provide assistance to greatly reduce or eliminate financial hardships for many of you. We are pleased to offer you two options. The first option is a one-time, no fees and no interest payroll advance equal to sixty percent of your gross biweekly earnings. While the sixty percent advance amount may not correspond exactly to your usual take-home pay, the advance amount was designed to provide enough pay to cover usual expenses that would normally be covered by your regular paycheck after taxes and other withholdings. This is a conservative industry standard used to estimate what your net pay may be after all taxes, benefits, garnishments and miscellaneous deductions are made. The terms to repay the advance are mentioned within the attached documentation and your prompt action is required by August 19, 2016 to accommodate the advance in a timely manner, if interested. Please keep in mind, if you choose to take the pay advance, once your regular biweekly pay begins on September 16, 2016, it will be reduced over the next 19 pay cycles in order to repay the advance. Please see the attached documents that illustrate this more clearly. Additionally, this advance payment is not mandatory and you also have the option to decline the receipt of a pay advance on September 2, 2016 and forego receiving any payments until the start of the regular pay schedule on September 16, 2016 for the new academic year.

**Please review the following attached documents:**

         FYI: Advance Options and Examples: A brief description of the options available and an example

         FYI: A 2016-2017 Academic Year Pay Schedule as it corresponds with the gap in pay events

         FYI: A list of frequently asked questions to assist you with understanding the details of the pay advance

         RETURN TO PAYROLL by 8/19/16: Faculty Payroll Advance Election Form

         RETURN TO PAYROLL by 8/19/16: Faculty Payroll Advance Agreement Form

Please understand that it is essential for you to return the necessary documentation to the Payroll Office no later than Friday, August 19, 2016 to ensure that we are able to accommodate your request to receive a pay advance on Friday, September 2, 2016. Any faculty who have questions regarding the pay advance and/or the change in the pay schedule are welcome to contact the Payroll Office directly or send an email to address their concerns to [Payroll@hacc.edu](https://mail.hacc.edu/owa/redir.aspx?C=VnNlHvI7ZHxM4Soy0iR5-4Sx6bY8u-WZ9eXFsa0s3rPnzxlIS8HTCA..&URL=mailto%3aPayroll%40hacc.edu) .

Thank you!

Kelly Pannebaker

Payroll Manager

Finance Department

HACC, Central Pennsylvania's Community College

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**Email:** [kspanneb@hacc.edu](https://mail.hacc.edu/owa/redir.aspx?C=GqYsyHyNsXZ23ePFXkhbbz-KmxjgqwNMBg-e7VP4DcznzxlIS8HTCA..&URL=mailto%3akspanneb%40hacc.edu)

**Telephone**: 717-736-4177

**Internal Extension:** 214177

**Fax:** 717-236-0709

**Website:** [www.hacc.edu](https://mail.hacc.edu/owa/redir.aspx?C=Qd1sUA8Q4ll7w_AhdeaBWP0NE-a9c-RL4YcOJQB0DIrnzxlIS8HTCA..&URL=http%3a%2f%2fwww.hacc.edu%2f)

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