



Office of the County Manager

TEL 919 856 6160
FAX 919 856 6168

County Manager's Office
P.O. Box 550 • Raleigh, NC 27602

February 19, 2010

Dear Fellow Wake County Employee,

In December 2009, I informed you that Wake County will begin **issuing pay checks more frequently** than our current monthly system. I am now pleased to share with you that the system is ready, fully tested, and we will all receive our first semi-monthly paycheck on April 15, 2010. This is an important change, so I remind you to **“Check it out.”**

The information pack you were sent in December and the information on Wakeemployees.com was put together to prepare you for this change. **This information is important and you need to read it carefully.** The changes we are making will affect each one of us, and I want to call your attention to some key items to keep in mind as we move to our new pay system:

1. You will receive your last monthly check on March 31st. Beginning with the April 15th paycheck, all employees will be moving to a semi-monthly pay schedule. You will be paid twice a month — not every other week.
2. The April 15th paycheck is “early, not extra.” Budgeting for this change will be important. Personal Budgeting Sessions, offered in partnership with the Local Government Federal Credit Union, are available to all employees. You can register online at Wakeemployees.com/pay.
3. Any questions you have can be entered online through Wakeemployees.com and you will receive follow up within 5 business days.
4. Changes to the way we all enter our time will begin as of the March 16th–March 31st pay period. As of that pay period, we will all complete new paper time sheets that cover the 15-day period. For some, there will be the addition of electronic time entry and approval; while for others, there will simply be the new paper form. Our goal is to move everyone from the paper method to the electronic method and we plan to do this in groups over the next 6 months. Be alert for future communications related to the new process.

To ensure that your paychecks are accurate and on time, it is critical that you take the time to read the important information that will be sent to you via our “Check it out” e-mails over the next two months. Some of the things that you will hear about are: the new paper timesheet, the phasing plan for moving everyone to the electronic timesheet entry and approval method, and the new look of your direct deposit notification/pay stub. If you are not receiving our e-mails, please notify your HR/Payroll Representative or register at Wakeemployees.com/pay where you can also check out new information and new tools to assist you in this transition.

Sincerely,

David Cooke
County Manager