



5891 Easton Road  
PO Box 120  
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## Announcement: New payroll schedule starting June 1, 2024

Starting June 1st, we will adopt a new payroll schedule to match our client's billing schedule. In the past we've billed our clients twice a month but paid Caregivers every two weeks, making accounting complicated, so we are adjusting our payroll schedule to pay twice a month as follows:

For shifts worked on the 1st through 15th of each month paychecks will be deposited on the 23rd, and for shifts worked on the 16th through the end of the month, paychecks will be deposited on the 8th of the following month. If either of these dates fall on a weekend you will be paid the Friday before (as happens in June).

The new 2024 payroll schedule is below. The first change is the pay period May 19 – June 1st will instead end on May 31st. You will receive this paycheck as scheduled on Friday, June 7th. The first new pay period will be June 1st – June 15th and paychecks will be deposited on Friday, June 21st (instead of June 23rd because that's a Sunday.)

The next paycheck will be deposited on Monday, July 8th covering June 15th – June 30th. **Please note that you will not receive a paycheck on Friday, July 5th as we will be paying on the 8th and 23rd of each month.**

As always, pay will be directly deposited into your account by PayPlus. You should receive an email from PAYPLUS when your paycheck is deposited with your paystub. To access it, you will be asked for a password that is the last four (4) digits of your Social Security number. To see past paystubs, you can create a PayPlus account at <https://payplus.evolutionadvancedhr.com/> or contact Dave.

We apologize for any inconvenience this change may cause. Below are answers to questions you may have about this change. If you still have questions or concerns, please contact Dave or Emily. Thank you for your understanding!

Scroll down for more information about the new payroll schedule.



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## New Payroll Schedule FAQs

**Why are you changing the payroll schedule?** It makes sense for our accounting to align client billing with Caregiver pay. Most other Home Instead offices use this twice-a-month payroll schedule.

**When will this start?** June 1st, but in June the designated paydays (8<sup>th</sup> and 23<sup>rd</sup>) both fall on weekends so paychecks will be deposited the previous Friday, matching the old schedule (just covering slightly different pay periods). Starting in July, you will receive paychecks on Monday, July 8th and Tuesday, July 23rd (so you will not receive a paycheck on Friday, July 5th).

*The first pay day that will be different from the old schedule is Monday, July 8th.*

**How will we transition?** The pay period May 19 – June 1st will be shortened to end on May 31st to align with the new pay periods. You will receive this paycheck as scheduled on Friday, June 7th. The first new pay period will be June 1st – June 15th and paychecks will be deposited on Friday, June 21st due to June 23rd falling on a Sunday. And continuing with the new schedule of pay days on the 8th and 23rd of the month.

**Does this mean I'm getting paid less often?** Slightly. Most pay periods will now cover 15 days instead of 14 days. Being paid twice a month equals 24 paychecks a year instead of 26 paychecks a year on the previous schedule.

**Are we using a new payroll company?** No, we're still using PayPlus and nothing is changing except the schedule for the pay periods and pay days.

**What are the benefits of this new schedule?** In addition to being easier for accounting, it means you know when you'll get your paycheck each month (on the 8th and 23rd) and each paycheck may be slightly higher because it covers 15 days instead of 14.

**What if the 8th or 23rd falls on a weekend or holiday?** If the 8th or 23rd falls a Saturday or Sunday, your paycheck will be deposited the Friday before. If it falls on a holiday you will be paid the previous business day.

**Will this affect my pay rate?** No. Pay wages are not affected by the schedule change.



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**Does this change how I'm being paid?** No. Pay is still deposited directly into your account using PayPlus.

**How can I see my PayStub?** We encourage you to review your paystubs. We are human and may make mistakes. When your pay is deposited, you should receive an email from DO\_NOT\_REPLY@payplusllc.com (please check your spam folder if it's not in your inbox) with a link to your paystub. To access it, you will be asked for a password that is the last four (4) digits of your Social Security number (we cannot change this password, it's set by PayPlus). If you find any mistakes, please let us know. We will make it right.

To see past paystubs, you can find the old emails by searching for PayPlus in your email, or create a PayPlus account at <https://payplus.evolutionadvancedhr.com> You may also contact Dave and he can provide them.

**What if I still have questions or concerns?** Contact Dave at the office by calling 215-766-1617 or email [dlovely@homeinsteadbucks.com](mailto:dlovely@homeinsteadbucks.com) .

Scroll down for the new Payroll Schedule for 2024.



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## New Payroll Schedule starting June 1, 2024

Pay date	Day	Start	Period End
6/7/2024	Friday	5/19/2024	- 5/31/2024
6/21/2024	Friday	6/1/2024	- 6/15/2024
7/8/2024	Monday	6/16/2024	- 6/30/2024
7/23/2024	Tuesday	7/1/2024	- 7/15/2024
8/8/2024	Thursday	7/16/2024	- 7/31/2024
8/23/2024	Friday	8/1/2024	- 8/15/2024
9/6/2024	Friday	8/16/2024	- 8/31/2024
9/23/2024	Monday	9/1/2024	- 9/15/2024
10/8/2024	Tuesday	9/16/2024	- 9/30/2024
10/23/2024	Wednesday	10/1/2024	- 10/15/2024
11/8/2024	Friday	10/16/2024	- 10/31/2024
11/22/2024	Friday	11/1/2024	- 11/15/2024
12/6/2024	Friday	11/16/2024	- 11/30/2024
12/23/2024	Monday	12/1/2024	- 12/15/2024
1/8/2025	Wednesday	12/16/2024	- 12/31/2024