

From: [Asst. Superintendent Clare Keiser - NO REPLY](#)
To: [All School Division Employees](#)
Subject: ACPS Payroll Clarity Project Information - ACTION NEEDED
Date: Wednesday, November 17, 2021 3:20:52 PM

Good Afternoon, ACPS Employees.

As a reminder, beginning January 1, 2022 our payroll will shift from the current pay by exception model to a bi-weekly positive pay system. We hope you have used the resources provided, such as the paycheck calculators, information sessions, and information shared in the Division Compass to help you be best prepared for this change.

As part of this transition, all employees have the option of taking a one-time cash advance to help with the transition. As each employee's financial needs are different, we want to make sure that you are making an informed decision as to whether to take the cash advance or not.

Some things to consider when deciding whether or not you should take the one-time cash advance include:

- The one-time cash advance will be worth 80 hours of pay.
- The one-time advance will be deposited by direct deposit on January 31, 2022.
- The advance will need to be repaid in full by June 30, 2022. Automatic deductions will be made from each paycheck to repay this advance. If you separate from ACPS before June 30, 2022, the advance will need to be paid back in full by the date of the separation.
- You may use the [Pay Transition Calculators](#) to check:
 - How much the advance will be based on your hourly rate.
 - How much will be deducted from each paycheck to repay the advance.
- The pay advance is only available to regular full- and part-time employees.
- Once you complete the acknowledgement form, **your decision is final and cannot be changed.**

ALL employees **must** fill out [this form](#) between now and **December 3, 2021** to declare whether or not you will be taking the one-time pay advance.

Note: This form is to accept or decline the One-Time Cash Advance associated with the move to bi-weekly pay, and is different from the one-time payment that was approved by the School Board during their Nov. 11 meeting.

To complete the form:

Sign into the [Transition Pay Options site](#) to complete the acknowledgement process. The sign-in process is similar to that recently reused for Open Enrollment:

- Enter your last name as it appears on your pay stub
- Enter the last **FIVE** digits of your Social Security Number
- Click on the Login button
- From there you'll be asked to select one of the two options
 - If you would like to receive the advance, select **"Pay Advance"**

- If you do not wish to receive the advance, select **“Decline”**
- After completing the form, you will receive an email summary of your decision

[Click here to access the form](#)

or copy and paste this into the address bar of your browser:

<https://cob-prod03.albemarle.org/TransitionaryCompensationForm/login>

DUE BY DECEMBER 3, 2021

If you have difficulty accessing the form, please email payrollclarityquestions@albemarle.org.

For additional information about the payroll changes, please visit our [ACPS Payroll Clarity Project website](#).

Thank you for your attention to this, and for your advance planning and preparation for the upcoming payroll changes.

Sincerely,



Clare Keiser
Assistant Superintendent for Organizational Development
and Human Resource Leadership
Albemarle County Public Schools

Our Vision: Our learners are engaged in authentic, challenging, and relevant learning experiences, becoming lifelong contributors and leaders in our dynamic and diverse society.

Our Mission: Working together as a team, we will end the predictive value of race, class, gender, and special capacities for our children’s success through high-quality teaching and learning for all. We seek to build relationships with families and communities to ensure that every student succeeds. We will know every student.

Our Values: Equity: We will provide every student with the level of support necessary to thrive. Excellence: We will mitigate barriers and provide opportunities for every student to be academically successful. Family and Community: We will engage with and share the responsibility for student success with families and community partners. Wellness: We will support the physical and emotional health of our students and staff.