

USA Country FAQs - Payroll Cycle

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If you don't find the answer to your question, please contact the HR support on [Digital Workplace](#)

What payroll cycle does Syensqo use?

Currently we have multiple payroll cycles such as Weekly, Bi-weekly and Semi-Monthly, each with its own cut-off, processing, and pay dates which results in 102 payroll runs each year. We are currently planning to move all Semi-Monthly payroll employees to a Bi-Weekly cycle. For more information on this change and when it will take place, please click the appropriate question below.

Why are we doing this?

Currently we have multiple payroll cycles such as Weekly, Bi-weekly and Semi-Monthly, each with its own cut-off, processing, and pay dates which results in 102 payroll runs each year. By reducing the number of pay cycles we aim not only to harmonize payroll calendars, making it easier and simpler to keep track of, but also to gain efficiency by processing on Weekly/Bi-Weekly basis, that represents the reduction of 24 payroll runs each year. This will align our model with the US Market.

Why are we doing this now?

After the upcoming split into SYENSQO and SOLVAY companies, the US Payroll team will continue to provide their services to the two independent companies (and the split is still planned for this December). The split is the optimal time to no longer perpetuate complexities such as having multiple pay cycles for each of the future companies, so it was decided to investigate the opportunity to simplify in this area.

When will it take effect?

We expect to move everyone currently paid 24 (semi-monthly) times a year to a cycle of 26 (bi-weekly) times a year. This is planned to take effect in January 2024.

What are the advantages of a bi-weekly payroll?

From an Employee's perspective:

- Payments made every other week rather than twice a month;
- 26 Payments per year rather than 24;

From a Payroll perspective:

- The payroll process will have a reduction of 24 payroll runs each year, reduction of workload and time savings;
- Less Payroll calendars (Cut-off/Pay Dates) to keep track of;

US Market

- According to Bureau of Labor Statistics, bi-weekly (26 paychecks per year) is the most common pay frequency in the US, especially for large employers with 1000 or more employees

I'm currently being paid around the 15th and 31st of each month. When will I be paid under a Bi-Weekly payroll?

You will be paid every other Friday, 26 times a year. Most months will include two paychecks and 2 months will yield 3 paychecks based on the calendar.

How will this pay frequency transition affect my first paycheck in 2024?

The Semi Monthly pay calendar ends on December 31, 2023 and the 2024 Bi-Weekly pay calendar starts on December 25, 2023. In order to align both pay calendars, you will receive your last semi-monthly pay through December 31st, payable on December 29th and your first bi-weekly pay through January 7th, which will reflect one week of pay (January 1st through January 7th), payable on January 12th.

Am I losing a paycheck?

No, this transition will not result in a reduction or change of salary. Your pay will be spread over 26 paychecks instead of 24 so you will be paid more often but each check's size will be smaller due to wages being paid more often.

Will my benefit deductions change?

There will be no changes to your benefit deductions due to this pay frequency change.

For 2024 ONLY: January 2024 is the transition period from Semi-monthly to Bi-weekly pay frequency. Therefore, you will not have any benefit deductions (with the exception of Savings Plan deferrals) for 2024 until the biweekly check dated January 26.

As a one-time exception, the missed January benefit deduction will be captured on the May 31, 2024 check. Thereafter, in the months where biweekly employees receive three checks, the third check of the month will not have benefit deductions, with the exception of the Savings Plan deferrals and/or Garnishment deductions (if applicable).

If I have a garnishment. How does this transition to Bi-Weekly pay affect the amount deducted from my payslip?

There are two main scenarios:

-The Levy/Creditor garnishment deductions are calculated as a percentage of your earnings: In that case a deduction under the same percentage as before will occur each pay period, up to the maximum deduction allowed.

- Child support garnishment is set up with a monthly deduction amount. Based on that the system calculates how much to deduct per paycheck.

How does this change in pay frequency affect my taxes?

You'll continue to be taxed according to your W-4 and state form and your tax bracket won't change. If you have questions about how this change will impact your taxes in the long term, please consult your personal tax advisor.

If I have additional questions, who should I contact?

We encourage you to add your questions into this [Question Form](#).

If your question has some level of confidentiality, we advise you to [raise a request](#), global contact center will provide assistance and reach out for Payroll /HR support if needed.

Who will be affected by this change?

Any employee who is currently paid semi-monthly (24 times a year) is affected. Semi-monthly means you are currently paid on the 15th and last working day of each month. In the US this impacts all cadre employees, as well as some non-cadres located at various sites.

How will this pay frequency transition affect my first paycheck in 2024?

The Semi Monthly pay calendar ends on December 31, 2023.

2024 Bi-Weekly pay calendar starts on January 08, 2024.

In order to align both pay calendars, you will receive a one week pay. That corresponds from January 1st until 7th. This payout will occur on January 12th. There will be no benefit deductions

Tips to prepare

You may want to adjust any auto payments and transfers due to the pay frequency change, if applicable.

Consider adding the [USA Payroll Calendar](#) to your Google Agenda in order to capture the exact payment dates.

For more information on the changes that will be taking place, please watch the [Pay Frequency Change video](#)

Learn more about the process

To better understand the cash flow between the two different pay frequencies, please check this [Salary Comparison Table](#).

If you have any additional question, please remember to submit them using the [Question Form](#). All answered questions will be displayed below, with the appropriate answer.

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