

# Final Paycheck of 2020 – FAQs

## Why did I receive my paycheck a day early?

Great question! Because New Year's Day falls on Friday, 1/1/2021, Right at School adjusted their check date to Thursday, 12/31/2020. Banks are closed on federal holidays, so when a check date falls on a banking holiday, companies have the option to pay employees one business day before the holiday, or one business day after the holiday. Right at School understands that your paycheck is important, which is why we opted to pay employees early.

## Why haven't I received my paper check yet?

All paper checks are ***mailed out as soon as the Right at School Central Office receives them from Paycom.*** For the 12/31/20 check date, checks were received on 12/30/20 & mailed out the same day. Per Right at School's Company Policy, all checks are mailed via the United State Postal Service. Depending on where people are located in the US, the weather, holidays, etc. it takes anywhere from 4-7 business days for paper checks to arrive at someone's home. With COVID-19 and the holidays, we've noticed checks are taking closer to that 5-business day mark. If you have not received your paycheck by **end of business day, 1/8/21**, please let your Area Manager know.

If you'd like to receive your paycheck earlier, Right at School offers **two, free solutions to all of its employees**. With both of these solutions, your check would be available to you on the check date:

- 1) Direct Deposit
- 2) Pay Cards

Please reach out to Payroll via the Ask Here portal if you'd like more information on direct deposit or pay cards.

## Will this check be on my 2020 W-2 or my 2021 W-2?

This check will be on your 2020 W-2, NOT your 2021 W-2. Per the IRS guidelines, all tax liability is associated with the date of a check. So, what does that mean? Because this pay date is 12/31/2020, this paycheck gets included in your 2020 earnings.

## Why were no benefits taken from this check?

Since this paycheck falls in 2020, this is considered the 3<sup>rd</sup> paycheck in December. Benefits are deducted from paychecks 24 times per year, or twice a month. Because this is the 3<sup>rd</sup> paycheck in December, no additional money is due. Note: if you are eligible & participate in Right at School's Retirement Plan (401k/Roth 401k) you will still see this deduction on your 12/31/20 check. Retirement Plan benefits come out every paycheck.

The first check you will see 2021 benefit deductions on will be the 1/15/21 check. If you have questions, please reach out to our Benefits Team via the Ask Here portal in Paycom.

## What dates are being paid here?

The pay period for the 12/31/2020 paycheck is 12/13/2020 to 12/26/2020

### **When will My 2020 W-2 be available?**

2020 W-2s are being generated by our payroll provider, Paycom. Paycom has not given Right at School a firm date that 2020 W-2s will be made available. Once W-2s are ready, Right at School will send out a notification via Paycom's Employee Self-Service. Per the IRS guidelines, employers have until January 31, 2021 to mail out/release W-2s. Right at School always aims to exceed these deadlines, which is why we mail out W-2s as soon as we have them in-hand. Please be mindful of the date mentioned above. We kindly ask that all W-2 status questions are asked *after* the legal, IRS deadline has passed.

Unless you have opted for paperless W-2s only, Right at School will be mailing out W-2s. Your W-2 will be mailed to whatever address you have listed in Paycom, so please make sure your information is up to date. Once Paycom releases 2020 W-2s, you'll be able to download a copy. Electronic copies of your 2020 W-2 will live in your employee self-service portal in the Payroll > Year-End Tax Forms section. Note: this will be blank until 2020 W-2s are released.

**\*\*Right at School will send out additional communications regarding 2020-W2s in early 2021\*\***

### **What is the Pay Schedule for 2021?**

Awesome question! Right at School will still be paying employees on a bi-weekly basis. Bi-weekly payroll means employees are paid every 2 weeks, which is typically 26 paychecks per year. We've attached the 2021 payroll calendar on the next page.

The full, downloadable 2021 payroll calendar can also be found on the Right at School Wiki Page. If you haven't seen this help page, check it out. It's great!

**Link:** <https://wiki.rightatschool.com/books/payroll-help-for-employees>

### **Still have questions?**

No worries! We're happy to help. Generally speaking, you should reach out to your direct supervisor with any additional questions you may have. They are awesome, and probably have an answer for you. If your direct supervisor is unable to assist you, feel free to reach out to the following places:

- **Benefits Question?** Submit a question to our Benefits Team via Ask Here
- **Payroll/Paycheck Question?** Submit a question to our Payroll Team via Ask Here

**\*\*Ask here is utilized by all Right at School employees, so please allow 48-72 business hours for a response \*\***



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## 2021 PAYROLL INFORMATION

Pay Period Begin Date	Pay Period End Date	Pay Date
12/27/2020	1/9/2021	1/15/2021
1/10/2021	1/23/2021	1/29/2021
1/24/2021	2/6/2021	2/12/2021
2/7/2021	2/20/2021	2/26/2021
2/21/2021	3/6/2021	3/12/2021
3/7/2021	3/20/2021	3/26/2021
3/21/2021	4/3/2021	4/9/2021
4/4/2021	4/17/2021	4/23/2021
4/18/2021	5/1/2021	5/7/2021
5/2/2021	5/15/2021	5/21/2021
5/16/2021	5/29/2021	6/4/2021
5/30/2021	6/12/2021	6/18/2021
6/13/2021	6/26/2021	7/2/2021
6/27/2021	7/10/2021	7/16/2021
7/11/2021	7/24/2021	<b>7/30/2021*</b>
7/25/2021	8/7/2021	8/13/2021
8/8/2021	8/21/2021	8/27/2021
8/22/2021	9/4/2021	9/10/2021
9/5/2021	9/18/2021	9/24/2021
9/19/2021	10/2/2021	10/8/2021
10/3/2021	10/16/2021	10/22/2021
10/17/2021	10/30/2021	11/5/2021
10/31/2021	11/13/2021	11/19/2021
11/14/2021	11/27/2021	12/3/2021
11/28/2021	12/11/2021	12/17/2021
12/12/2021	12/25/2021	<b>12/31/2021*</b>

\* = 3rd check in month - no benefits will be withheld on this check  
401k WILL be withheld on the check still