

How Will the Change to a Bi-weekly Pay Schedule Impact Me?

9-Month Faculty

What is happening?

- ▶ The University is implementing a bi-weekly pay schedule for all employees
- ▶ Effective date is July 1, 2017
- ▶ 9-month faculty will go to bi-weekly starting AY 17-18

Why move to bi-weekly pay?

- ▶ Standardize pay practices across the University
- ▶ More efficient and effective time reporting
- ▶ Reduction in manual adjustments due to after-the-fact reporting
- ▶ Reduction in overpayments
- ▶ Vacation and sick leave balances will be current

What is the difference in pay cycles?

	Monthly Pay Cycle	Bi-Weekly Pay Cycle
Pay Cycle	1 st to last day of the month	Saturday to Friday, two-week period
Paychecks per Year	9 12 (salary deferral)	19 26 (salary deferral)
Paycheck Date	Last day of the month	Every other Friday after the pay period Pay day is 7 days in arrears

How will this affect my pay?

- ▶ The change in payroll schedule will not change what you earn
- ▶ Bi-weekly pay is issued in arrears (lag pay) instead of current time
- ▶ There will be no impact to the AY 16-17 pay schedule
- ▶ Your final monthly paycheck for AY 16-17 will be on 5/15/17
- ▶ Faculty on salary deferral will be paid on the regular monthly paydays for the summer for AY 16-17

How will this affect my pay?

Academic Year 17-18

- ▶ 9-month faculty will have their pay paid out over 19 pays or 26 pays for those that choose salary deferral
- ▶ Your first bi-weekly pay date for AY 17-18 will be 9/15/2017 with the final pay date being 5/25/2018 (19 paychecks) or 8/31/2018 (26 paychecks)

AY 17-18 Pay Schedule

Pay Period Dates	Pay Date	
8/26/2017 - 9/8/2017	9/15/2017	← First bi-weekly pay date
9/9/2017 - 9/22/2017	9/29/2017	
9/23/2017 - 10/6/2017	10/13/2017	
10/7/2017 - 10/20/2017	10/27/2017	
10/21/2017 - 11/3/2017	11/10/2017	
11/4/2017 - 11/17/2017	11/24/2017	
11/18/2017 - 12/1/2017	12/8/2017	
12/2/2017 - 12/15/2017	12/22/2017	
12/16/2017 - 12/29/2017	1/5/2018	
12/30/2017 - 1/12/2018	1/19/2018	
1/13/2018 - 1/26/2018	2/2/2018	
1/27/2018 - 2/9/2018	2/16/2018	
2/10/2018 - 2/23/2018	3/2/2018	
2/24/2018 - 3/9/2018	3/16/2018	
3/10/2018 - 3/23/2018	3/30/2018	
3/24/2018 - 4/6/2018	4/13/2018	
4/7/2018 - 4/20/2018	4/27/2018	
4/21/2018 - 5/4/2018	5/11/2018	
5/5/2018 - 5/18/2018	5/25/2018	← Last pay date for 19 pays
5/19/2018 - 6/1/2018	6/8/2018	
6/2/2018 - 6/15/2018	6/22/2018	
6/16/2018 - 6/29/2018	7/6/2018	
6/30/2018 - 7/13/2018	7/20/2018	
7/14/2018 - 7/27/2018	8/3/2018	
7/28/2018 - 8/10/2018	8/17/2018	
8/11/2018 - 8/24/2018	8/31/2018	← Last pay date for 26 pays

How will benefits and deductions change for bi-weekly?

- ▶ Deductions are taken out either twice a month or every paycheck
- ▶ Typically 2 months out of the year there will be 3 bi-weekly paydays
- ▶ The third payday in those months will be considered **deduction holidays** because certain deductions will only be taken out twice a month instead of every payday
- ▶ Flat dollar deductions are taken out twice a month
- ▶ Percentage based deductions are taken out over every paycheck

How will benefits and deductions change for bi-weekly?

Deductions withheld every payday	Deductions withheld twice per month
Taxes	Health Insurance
Retirement	Supplemental Insurance (dental, vision, etc.)
Garnishments	403 B
United Way	Voluntary deductions (foundation, athletics, etc.)

How will the change affect leave?

- ▶ You will continue to earn the same amount of leave
- ▶ The method in which it is accrued will be based on the bi-weekly pay schedule instead of monthly

Length of Service	Per Hour	Per Pay Period	Days A Year
Less than 3 years	.0461	3.6880	12
3 but less than 5	.0576	4.6080	15
5 but less than 10	.0692	5.5360	18
10 but less than 15	.0807	6.4560	21
15 or more	.0923	7.3840	24

Leave accrual rates based on a bi-weekly pay schedule

When will we go to web time entry?

- ▶ Web time entry for 9-month faculty will start with your first pay date in September

What can I do to prepare?

- ▶ Change in pay date frequency means change in cash flow - plan ahead for the cash flow impact from the transition
- ▶ Start reviewing your monthly expenses and the timing of your payments
- ▶ Determine changes needed to payment due dates
- ▶ Review your current federal/state tax withholding exemptions to make any necessary changes with the new pay frequency
 - Pay particular attention to “additional” tax withholding amounts, as the amount designated will be withheld every bi-weekly paycheck (i.e. If you are currently withholding an additional \$100, which was coming out monthly, then \$100 will now be withheld on each bi-weekly check)

How do I find out about updates?

- ▶ The website specifically for payroll conversion will be continuously updated with new information, FAQs and other useful information
- ▶ Email payroll@ulm.edu for any questions
- ▶ Call Human Resources at 342-5140