

# Change to Biweekly Pay Schedule

UVA Academic Payroll

September 2009

## *Why Change to a Biweekly Pay Schedule?*

- Change to biweekly payroll aligns with the University's move to Self-Service Time & Leave
- Overtime is paid in the same pay period it is earned
- Payroll runs will decrease from 86 a year in the current system to 38 a year in the new system
- Will improve efficiency and reduce errors

## *Will My Annual Salary Change Under the Biweekly Pay Schedule?*

- Your annual salary will **not change** under the biweekly pay schedule - just the timing and frequency of your paychecks
- In the new system, you will be paid more often so your paychecks will be smaller
- But...over the course of a year, the paychecks you receive will still add up to the same annual salary you earn now

## *Who Will Change to the Biweekly Schedule?*

- If you track time and leave today, you will use the new Self-Service Time & Leave system and switch to the biweekly payroll schedule
- This means all semi-monthly and semi-monthly paid monthly staff, research assistants, students, and wage/temp and unit pay
- Faculty and Research Associates do not track time and leave in the Integrated System, so they will remain on a monthly schedule

## *When Will I Be Paid in the Biweekly Schedule?*

- You will be paid every other Friday
- Each biweekly pay period will begin on a Monday and end two weeks later at midnight on Sunday
- Time will be officially due on Monday, and you will be paid for that time on the following Friday
- Note the quicker turnaround!

# *When Will I Be Paid in the Biweekly Schedule?*

- Monday: pay period begins
- Friday, two weeks later: most staff input time
- Sunday: pay period ends at midnight
- Monday: weekend workers input time, supervisors/managers approve time, new pay period begins
- Tuesday: payroll runs
- Friday: pay day

# *When Will I Get Paid?*

If you are ...	You'll see a check on...
Semi-monthly	Sept. 16, Sept. 30, & Oct. 2
Semi-monthly paid monthly	Sept. 1, Sept. 30 (two checks), & Oct 2
Bi-weekly (temp/wage)	Sept. 18, Sept. 30, & Oct. 2 (one check each)

## *When Will I Get My Last Semi-Monthly Paycheck From the “Old” System?*

- Last full semi-monthly pay period:
  - Aug. 25 – Sept. 9, 2009 (paid 9/16)
- The change from our current semi-monthly will result in a one time “mini” pay period:
  - Sept. 10 – Sept. 13, 2009
- The last “old system” check date, which is for the mini pay period, will be:
  - Sept. 30, 2009 (you will see ONE deposit)

# *When Will I Get My Last Monthly Paycheck From the “Old” System?*

- Last full semi-monthly paid monthly pay period:
  - July 25 – Aug. 24, 2009 (paid 9/1)
- Partial semi-monthly paid monthly pay period:
  - Aug. 25 – Sept. 9, 2009 (paid 9/30)
- The change from our current semi-monthly will result in a one time “mini” pay period:
  - Sept. 10 – Sept. 13, 2009 (paid 9/30)
- The last “old system” check date, including the mini pay, will be:
  - Sept. 30, 2009 (you will see TWO deposits)

## *When Will I Get My Last BiWeekly Paycheck From the “Old” System?*

- This applies to current temp and wage and unit pay
- Last full bi-weekly pay period:
  - Aug. 26 – Sept. 8, 2009 (paid 9/18)
- The change from our current bi-weekly will result in a one time “mini” pay period:
  - Sept. 9 – Sept. 13, 2009 (paid 9/30)
- The last “old system” check date, which is for the mini pay period, will be:
  - Sept. 30, 2009 (you will see ONE deposit)

# *When Will the New Biweekly Pay Schedule Begin?*

- The new biweekly schedule begins:
  - Sept. 14, 2009
- The first biweekly pay period will run from:
  - Sept. 14 - Sept. 27, 2009
  - You should aim to enter time by Friday, Sept. 25
- The first biweekly check date will be:
  - Friday, Oct. 2, 2009

# *Will Anything Change With the Way I Receive My Paycheck?*

- You will receive your paycheck through direct deposit just as you do now
- Your earnings statement (payslip) will continue to be accessible online through UVA Employee Self-Service
- Just as now, you will also be able to update personal, banking and tax information online through UVA Employee Self-Service

## *How Will the Change to Biweekly Payroll Impact my Tax and Benefit Deductions?*

- State and federal taxes will not change over the course of a year
- Certain deductions – like health, vision, life insurance, long-term care, FSAs, and parking – will be deducted 24 times a year (again, you will get 26 paychecks a year)
- For the “mini” pay period the only deductions will be taxes and percentage based TDSPs

## *Which Deductions Will Be Taken From Every Paycheck?*

- There are certain deductions that must be taken from EVERY check
- UVA Community Credit Union
- Tax Deferred Savings Program (TDSP)
- Child Support/Garnishments/Other involuntary deductions

## *How Will my TDSP and Cash Match be Impacted?*

- In 2009 there will be no change
- **In 2010 the current amount will be taken from 26 pays instead of 24**
- A new TDSP Authorization form must be submitted to Benefits if you want to change the amount
- The cash match limit remains \$480 per year

## *How Will the Change Affect UVA Community Credit Union Deductions for Car or Home Loans?*

- Deductions for loan payments to the Credit Union will be taken from each paycheck
- The Credit Union has a list of all employees with loan deductions
- Please stop by any of the Credit Union's branches to ensure that your loan payment due dates coincide with the biweekly payroll schedule

## *Do I Have to Sign Up for Payroll Deductions and Direct Deposit All Over Again?*

- No – Payroll deductions and direct deposit information do not need to be updated

## *How Will I Be Paid for Overtime?*

- The system will automatically calculate OT based on hours worked so you must input hours accurately
- Overtime will be paid in the same pay period it is earned
- There will be standardization of overtime and other premium pay in the new system
- If you regularly earn overtime in conjunction with some type of premium pay, check with the HR person in your area to see if you will be affected

# *Will the Biweekly Cycle Change How I Earn Leave?*

- Leave time will be accrued every two weeks
- Annual and traditional sick leave accruals remain the same for the year, awarded at the end of each bi-weekly pay period
- VSDP allotments will be given on the first day of the leave year (varies from year to year)
- Remember – Employees who are University Staff will be enrolled in the new leave plan effective December 21, 2009

## *How Will I Record My Time with Self-Service Time & Leave?*

- Access SSTL through Employee Self-Service in the Integrated System, where you currently view your payslip
- Certain departments will continue to use their existing tracking systems – talk to the Human Resources professionals in your area to find out which method you will use to track your time

## *How Will I Record My Time with Self-Service Time & Leave?*

- Non-exempt employees (people who are eligible for overtime) will record all hours worked and all leave taken
- Exempt employees (people who are not eligible for overtime) record leave taken, holidays worked, or confirm no leave taken

## *Important Dates*

- Sept. 13 Last date for paper timesheets
- Sept. 14 Begin to use Self-Service Time & Leave
- Sept. 25 Aim to submit time by end of day
- Sept. 30 Check date of last payroll from old schedule
- Oct. 2 First paycheck in new biweekly schedule

The entire HR and Payroll staff would like to

THANK YOU!

for all of your support and assistance  
during our switch to bi-weekly pay.

- Please visit <http://www.hrs.virginia.edu/sstl>
- Email [payroll@virginia.edu](mailto:payroll@virginia.edu)
- Call Payroll at 434-924-4350