Biweekly Pay Conversion

Information Workshop
July 2017
What is Biweekly Pay?

* Biweekly pay is for all Hourly Non-Exempt employees who are eligible for Overtime
* A Biweekly pay cycle consists of 10 working days (2 weeks)
* The FLSA work week is Saturday through Friday
* Employees receive the amount of pay based on the hours worked every 2 weeks.
* Biweekly pay is paid every other Friday
* Pay includes time worked, time off, earned overtime, & other “ancillary” pay (ECC, on-call, etc.)
* 26 paychecks per year
Why Move to Biweekly Pay?

- Provide a standardized Payroll for FLSA compliance with timekeeping
- Provide standardized payroll cycles for Non-Exempt Employee’s who are paid hourly for time worked
- More efficient and effective time reporting
- Reduction in manual adjustments and overpayment of wages
- Overtime payments will be timely
- Vacation and Sick time balances will be current
Who Will Move to Biweekly Pay?

* Currently semi-monthly paid employees who are eligible for overtime (non-exempt) and are currently paid a yearly salary:
  * Administrative Assistants, Payroll Associates, Representatives, Specialists, Security, Facilities,
* Hourly Part Time employees who report actual time worked
  * Examples: OPS Workers, Federal Work Study, Student Assistants, Hourly Adjuncts
# Semi-Monthly & Biweekly Comparison

<table>
<thead>
<tr>
<th></th>
<th>Semi-Monthly Pay Cycle</th>
<th>Biweekly Pay Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pay Cycle</strong></td>
<td>Saturday – Friday workweek 1\textsuperscript{st}-15\textsuperscript{th} of the month</td>
<td>Saturday – Friday workweek, two-week period</td>
</tr>
<tr>
<td></td>
<td>16\textsuperscript{th} - End of the month Workweeks overlap the pay period causing Overtime and Time off to be paid one-two pay periods behind.</td>
<td>Pay day is 1 week after the pay period ends creating more accurate time reporting, leave balance and overtime pay to be current.</td>
</tr>
<tr>
<td><strong>Paychecks per Year</strong></td>
<td>24</td>
<td>26</td>
</tr>
<tr>
<td><strong>Paycheck Date</strong></td>
<td>15\textsuperscript{th} and 30\textsuperscript{th} of the month.</td>
<td>Every other Friday beginning January 12\textsuperscript{th}, 2018</td>
</tr>
<tr>
<td><strong>Pay for Overtime, ECC, On Call, Etc.</strong></td>
<td>Paid at least 1-2 pay periods after the hours are worked</td>
<td>Paid within the normal biweekly period when earned</td>
</tr>
<tr>
<td><strong>Which employees fall under each cycle</strong></td>
<td>FLSA Exempt Full Time Employees NOT eligible for overtime Salaried Adjuncts</td>
<td>FLSA Non-Exempt Employees eligible for overtime and Hourly Employees</td>
</tr>
<tr>
<td>Paycheck Date</td>
<td>Paycheck</td>
<td>Pay Period</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------------------------------------</td>
<td>----------------------------------------------------</td>
</tr>
<tr>
<td>January 12, 2018</td>
<td>Partial paycheck (1 week) * First Biweekly Paycheck</td>
<td>FT: January 1- 5(^{th}), 2018 (5 days) PT: December 14(^{th}) – January 5, 2018</td>
</tr>
<tr>
<td>January 26, 2018</td>
<td>First <strong>Full biweekly</strong> check based on a total biweekly pay cycle</td>
<td>January 6 - 19, 2018 (14 days)</td>
</tr>
<tr>
<td>February 9, 2018</td>
<td>Second <strong>biweekly</strong> check</td>
<td>January 20 - February 2, 2018 (14 days)</td>
</tr>
</tbody>
</table>
• Pay Periods are for 2 work weeks
• The Paycheck is issued 1 week after the pay period ends
• Actual pay dates will vary month to month
• All Months will have at least 2 pay dates, some will have 3
Pay is based on your hourly rate

Hourly rate calculation

- **40 Hour employees** - Yearly Salary divided by 2080 (total working hours per year)
- **35 Hour employees** - Yearly Salary divided by 1820 (total working hours per year)

Examples of pay salary vs. hourly pay

- **$30,000.00 per year** ÷ 2080 = $14.42 per hour
  - Semi-monthly = $1250.00
  - Biweekly pay = $14.42 x 80 = $1153.60

- **$40,000.00 per year** ÷ 2080 = $19.23 per hour
  - Semi-monthly = $1666.67
  - Biweekly pay = $19.23 x 80 = $1538.40
Payroll “flat dollar” deductions will change

Flat-dollar deductions will be split across 26 biweekly paychecks instead of 24 semimonthly checks

Examples: Insurance premiums, AFC, Wage Withholdings, United Way, etc.

United Way Deduction – 25$ Semimonthly

- $25 x 24 deductions = $600/year
- $600 / 26 deductions = $23.07 per pay period

Paychecks will be slightly less every 2 weeks but the yearly salary remains the same. There are two additional paychecks in the calendar year.
Review your personal budget and determine your income needs based upon the biweekly pay cycle.

Review and make any changes to automatic payments or deductions you have scheduled. Adjust your automatic withdrawal or bill-pay dates to align with your new pay dates.

Consider adjusting your 403(b) contributions temporarily during the transition period.

Work with a payroll associate to help you calculate your current check to biweekly or use the paycheck calculator at: https://www.paycheckcity.com/calculator/hourly/
What if after my review I find that I may not be able to meet my financial obligations during the transition?
Transition Assistance Program

* Compensatory Time Cash Out
* Vacation Cash Out
Who is Eligible for Assistance?

- Any Full time non-exempt employee converting to the Biweekly pay cycle
- Employees to have 5 days of accrued vacation or compensatory time banked by January 1, 2018.
- Active Status
- On payroll as of November 1, 2017
- No known separation date prior to January 31, 2018
Employees must elect the option by 4:00pm November 1, 2017 by completing and submitting the election form to Payroll.

Must have 5 days available as of the December Accrual on January 1st, 2018.

The cash out cannot be less/more than 5 days.

No repayment required of vacation time taken.

To be included in January 12, 2018 paycheck.
Compensatory Time Cash Out

- Cash out of up to 5 days of banked Compensatory Time
- Elect the option by 4:00pm November 1, 2017 by completing and submitting the election form to Payroll.
- Carry your balance of up to 5 days worth of Comp time beyond the standard 30 days solely for the purpose of the Cash Out
- Compensatory Time is earned in the same manner as Overtime.
  - Hours worked beyond a normal schedule up to 40 hours of work will be banked at current rate (1 x total hours worked)
  - Hours worked beyond 40 physical hours of work will be banked at the overtime rate (1.5 x total hours worked over 40)
- Required to submit a compensatory time log in order to receive the cash out.
- To be included in January 12, 2018 paycheck
How to elect the cash out

* Election Forms are available online
  http://www.palmbeachstate.edu/hr/biweeklypay/default.aspx

* Submit forms to:
  * The Payroll Office
    * Mail Station 26
    * Email: PayrollMail@palmbeachstate.edu
    * Phone ext. 13098
    * Fax 868-3103

* Election Window:
  * Opens immediately
  * Closes 4:00 p.m., November 1, 2017
## Key Transition Assistance Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Start date for requesting Vacation/Compensatory Time Cash Out</td>
<td>Immediately</td>
</tr>
<tr>
<td>Closing date for requesting Vacation Cash Out</td>
<td>November 1, 2017</td>
</tr>
<tr>
<td>Closing date for submitting Compensatory Time Log</td>
<td>January 5, 2018</td>
</tr>
<tr>
<td>Pay date which includes the Cash Out if elected</td>
<td>January 12, 2018</td>
</tr>
</tbody>
</table>
Payroll Contact Information

* Darlene Rodweller (last names A-K)
  * Ext. 13102
* Jennifer Scott (last names L-Z)
  * Ext. 13097
* Eunice Gaston (benefits/ deductions/ general payroll)
  * Ext. 13101
* Dawn Bullock (benefits/ deductions)
  * Ext. 13994
* Kelly Ingram (Interim Payroll Manager)
  * Ext. 13098
Resources

* Biweekly Pay Conversion Website
  http://www.palmbeachstate.edu/hr/biweeklypay

* FAQ – Frequently Asked Question
* News and Updates
* 2018 Biweekly Pay Calendar
* Paycheck Calculator
* Transition Assistance Information and Applications
* Project Team Members
Questions?