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WHY IS WVU CHANGING TO BI-WEEKLY PAYCHECKS?

// WVU is changing to bi-weekly pay in alignment with all West Virginia State agencies and higher education institutions.

// All agencies and higher education institutions are required to move to a bi-weekly payroll in response to the West Virginia OASIS (Our Advanced Solution to Integrated Systems) initiative.

// The goal? To improve the quality and efficiency of West Virginia’s business processes.
WHY IS WVU CHANGING TO BI-WEEKLY PAYCHEXKS?

/ Moving to bi-weekly pay will standardize the number of days in a pay period.

/ More frequent and consistent paychecks will make budgeting easier.

/ Employees will no longer need to stretch pay over three weekends in some months.

/ Hourly employees will be compensated for overtime in a timelier manner.
WHEN WILL THE CHANGE TO BI-WEEKLY PAY START?

The first bi-weekly pay period will begin on Saturday, September 16, 2017, and end on September 30, 2017, with a first bi-weekly pay date of October 13, 2017.

Employees will be paid every other Friday, starting October 13, 2017.

Special note for exempt faculty and staff paid over 12 months gross payouts: in order to pay contract amounts during fiscal year 2018, semi-monthly payouts of 1/24 of annual salary will be continued through the October 13, 2017, paycheck. The first bi-weekly pay date for exempt 12-month faculty and staff will be October 27.
How was an optimal bi-weekly conversion date determined?

/ Employee will essentially have a full pay period prior to transitioning to bi-weekly pay.

/ Considered lessons learned from other State agencies and issues with mid-month conversion dates.

/ Aligns with the employee payroll deduction of medical benefits.

/ Special note for exempt faculty and staff paid over 12 months gross payouts: in order to pay contract amounts during fiscal year 2018, semi-monthly payouts of 1/24 of annual salary will be continued through the October 13, 2017, paycheck. The first bi-weekly pay date for exempt 12-month faculty and staff will be October 27.
Eligible employees will receive overtime pay more frequently.

Employees will be paid every other Friday.

Pay cycles will be standardized across the WVU System.
Employees’ bi-weekly gross pay will be approximately 7.5% less than current semi-monthly pay.

Hourly employees will be paid for the hours worked during the 14-day period. Tax withholdings and deductions will vary, and net pay will be less — but spread over more paychecks.
WHEN WILL EMPLOYEES BE PAID?

// Employees will be paid every other Friday, beginning on October 13, 2017.

// WVU workweeks will still run from Sunday at 12:00 a.m. through Saturday at 11:59 p.m.

// 12-month employees will receive a total of 26 paychecks per year.
## 2017 BI-WEEKLY CALENDAR

<table>
<thead>
<tr>
<th></th>
<th>Pay Period Begin</th>
<th>Pay Period End</th>
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For a full list of pay periods and pay dates, visit [paychanges.wvu.edu](http://paychanges.wvu.edu).
## 2018 Bi-Weekly Calendar

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<thead>
<tr>
<th>Month</th>
<th>Pay Period Begin</th>
<th>Pay Period End</th>
<th>Pay Date</th>
<th>Pay Period Begin</th>
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<td>6/24/18</td>
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<td>7/21/18</td>
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<tr>
<td></td>
<td>1/21/18</td>
<td>2/3/18</td>
<td>2/16/18</td>
<td></td>
<td>7/22/18</td>
<td>8/4/18</td>
</tr>
<tr>
<td>March</td>
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<td>2/17/18</td>
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<td>September</td>
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<td>12/7/18</td>
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Fixed flat-amount deductions such as parking, city user fee, etc., will be deducted twice per month.
Percentage-amount deductions, such as the mandatory 401(a) retirement plan and the 403(b) and 457(b) supplemental retirement plans, will be deducted from every bi-weekly paycheck, for both 12-month employees and less-than-12-month employees.
Other benefit deductions, such as health insurance, life insurance, WVU long-term disability and Mountaineer Flexible Benefits (dental, vision, legal, hearing plan, flexible spending account, health savings account and short-term disability) will be deducted as follows:

/ 12-month employees:
/ Benefit deductions will be collected from the first two paychecks of the month, for a total of 24 deductions per year.

/ Less-than-12-month employees:
/ A less-than-12-month employee will have 18 benefit deductions taken during their contracted periods of service, regardless of how many paychecks they receive.
/ Deductions will normally not be taken from the first and last pay during the contract period.
DEDUCTION HOLIDAYS

There will be two times each year when flat-dollar deductions are not deducted from an employee’s paycheck.

These pay dates fall on the last pay of the month when there are three paydays in that month.

The deduction holidays in 2018 will be March 30 and August 31 for 12-month employees. Deduction holidays for less than 12-month employees occur on the first and last pay. The bi-weekly payroll calendar is available at paychanges.wvu.edu.
Only percentage-based deductions will occur on deduction holiday paydays, such as the mandatory 401(a) retirement plan, any supplemental retirement plans and federal, state, FICA and Medicare taxes.

The deduction holidays in 2018 will be March 30, 2018, and August 31, 2018.
EMPLOYEE PREPARATION

Analyze Cash Flow

/ Employees will receive pay more frequently, however the check amount will be less (75-hour pay period).

/ 12-month employees will receive 26+ bi-weekly paychecks in a year (currently receiving 24 paychecks in a year).

/ In ten months of the year, employees will receive two paychecks each month.

/ In two months of the year, employees will receive three paychecks each month.

/ Employees will continue to receive pay for all time reported, recognizing that pay period and pay dates are changing. Hours and associated pay will not be lost.

/ Maximum of 27 pay cycles in a year.
Gross employees can expect to see an average of 7.5% decrease in each pay compared to current semi-monthly pay.

To assist with the transition, PNC will be offering employees Money Management sessions across the Morgantown campus in the first two weeks of September. See paychanges.wvu.edu for a schedule.
Employees should also do the following to match their expenses with the new bi-weekly pay schedule:

/ Review current federal/state tax withholding exemptions to make any necessary changes.

/ Pay particular attention to “additional” tax withholding amounts.

/ Request that creditors adjust your automatic withdrawal or bill-pay dates to align with your new pay schedule.

/ Adjust the amount of dollars going into additional accounts through direct deposits.
Financial Tools

- Bi-weekly Pay Stub Sample
- Bi-weekly Pay Money Management Sessions
- Bi-weekly Pay Information Tables
- Analyze Cash Flow

Details are available on paychanges.wvu.edu
QUESTIONS?
A variety of informational resources are available to assist employees through this transition process at paychanges.wvu.edu.

- Bi-weekly Pay FAQ
- 2017 and 2018 Bi-weekly Pay Date Calendar
- Employee Transition Handout and Checklist
- Bi-weekly Pay Stub Sample
- Bi-weekly Conversion Calendar
Information about the change to a bi-weekly pay schedule is available at paychanges.wvu.edu.

Please email paychanges@mail.wvu.edu with any questions.

Payroll: 304-293-3379
Benefits Administration: 304-293-5700, x4