



BI-WEEKLY PAY

OVERVIEW

- 1. WHY IS WVU CHANGING TO BI-WEEKLY PAYCHECKS?**
- 2. WHEN WILL THE CHANGE TO BI-WEEKLY PAY START?**
- 3. BENEFITS OF A BI-WEEKLY PAY CYCLE**
- 4. HOW THE CHANGE AFFECTS EMPLOYEE PAY**
- 5. WHEN WILL EMPLOYEES BE PAID?**
- 6. DEDUCTIONS**
- 7. EMPLOYEE PREPARATION**
- 8. FINANCIAL TOOLS**
- 9. QUESTIONS**

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 PAYCHECKS?

- / 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**.

OCTOBER 13, 2017

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**.

BENEFITS OF A BI-WEEKLY PAY CYCLE

- / Eligible employees will receive overtime pay more frequently.
- / Employees will be paid every other Friday.
- / Pay cycles will be standardized across the WVU System.

HOW THE CHANGE AFFECTS EMPLOYEE PAY

- / 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 pay-checks per year.**

2017 BI-WEEKLY CALENDAR

2017

	Pay Period Begin	Pay Period End	Pay Date
October	9/16/17	9/30/17	10/13/17
	10/1/17	10/14/17	10/27/17
November	10/15/17	10/28/17	11/10/17
	10/29/17	11/11/17	11/24/17
December	11/12/17	11/25/17	12/8/17
	11/26/17	12/9/17	12/22/17

For a full list of pay periods and pay dates, visit paychanges.wvu.edu.

2018 BI-WEEKLY CALENDAR

	Pay Period Begin	Pay Period End	Pay Date		Pay Period Begin	Pay Period End	Pay Date
January	12/10/17	12/23/17	1/5/18	July	6/10/18	6/23/18	7/6/18
	12/24/17	1/6/18	1/19/18		6/24/18	7/7/18	7/20/18
February	1/7/18	1/20/18	2/2/18	August	7/8/18	7/21/18	8/3/18
	1/21/18	2/3/18	2/16/18		7/22/18	8/4/18	8/17/18
March	2/4/18	2/17/18	3/2/18		8/5/18	8/18/18	8/31/18
	2/18/18	3/3/18	3/16/18	September	8/19/18	9/1/18	9/14/18
	3/4/18	3/17/18	3/30/18		9/2/18	9/15/18	9/28/18
April	3/18/18	3/31/18	4/13/18	October	9/16/18	9/29/18	10/12/18
	4/1/18	4/14/18	4/27/18		9/30/18	10/13/18	10/26/18
May	4/15/18	4/28/18	5/11/18	November	10/14/18	10/27/18	11/9/18
	4/29/18	5/12/18	5/25/18		10/28/18	11/10/18	11/23/18
June	5/13/18	5/26/18	6/8/18	December	11/11/18	11/24/18	12/7/18
	5/27/18	6/9/18	6/22/18		11/25/18	12/8/18	12/21/18

PAYROLL DEDUCTIONS

- / Fixed flat-amount deductions such as parking, city user fee, etc., will be deducted twice per month.

BENEFIT DEDUCTIONS

- / 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.

BENEFIT DEDUCTIONS

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.

DEDUCTION HOLIDAYS

- / 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.

EMPLOYEE PREPARATION

- / 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.

EMPLOYEE PREPARATION

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

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?

RESOURCES

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

CONTACT INFORMATION

- / 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**