

# Monthly to Bi-weekly Employees 2017



University of Nebraska  
Medical Center

# The Tasks at Hand

1. Pay Period Characteristics: Monthly & Bi-weekly
2. Pay rate & Accruals: Calculating Hourly Rates & Leave Accruals
3. Payroll Deductions: Reviewing deductions by Paycheck
4. Transition: Transitioning to bi-weekly; February to April 2017
5. Other: Deduction Considerations



# Characteristics of pay periods

	Monthly Pay Period	Bi-Weekly Pay Period
<b>Pay Period Range</b>	First to last day of month Payday is current	Friday to Thursday, two week period Pay day is 14 days in arrears
<b>Paychecks per year</b>	12	26
<b>Paycheck Date</b>	Last working day of month	Every other Thursday *except holiday on payday
<b>Pay for Overtime, Shift, On Call, Etc.</b>	Month in arrears	Paid in bi-weekly pay when earned
<b>Employees in Pay Cycle</b>	Generally, FLSA Exempt Employees	Generally, FLSA Non-exempt employees
<b>Leave Usage</b>	Current with period	Current with pay period



# Pay Periods monthly

Feb-17							Mar-17							Apr-17						
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

Monthly Final

Monthly Payday

Pay Period = First to last day of month

Paid for current month worked

Leave usage based on ESS (as input); accrual is current for month

12 paychecks per calendar year



# Pay Periods Bi-Weekly

Feb-17							Mar-17							Apr-17						
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

Bi-weekly Final

Bi-weekly Payday

Pay Period = Friday to Thursday; 2 week periods

Two week lag for payment; includes pay period overtime, shift hours and leave used

Leave accruals are current with pay period dates

26 paychecks per calendar year



# Hourly rate calculation

Take annual salary divided by **2080**  
(University standard work hours per calendar year)\*

$$\$47,000/2080 = 22.597 \text{ per hour}$$

\*no adjustment for calendar year differences



# Leave accruals

1. No change in accrual rates.
2. Leave accrual is based on an hourly factor that may be reviewed in Employee Leave Procedures (Policy: 1001) in [UNMC Policies and Procedures](https://wiki.unmc.edu/index.php/Policies_and_Procedures) webpage (link: [https://wiki.unmc.edu/index.php/Policies\\_and\\_Procedures](https://wiki.unmc.edu/index.php/Policies_and_Procedures) ).
3. No change in leave policy.



# Payroll deductions

Payroll deductions are taken from paychecks either as:

1. Set Amounts (flat dollar)
  - a. Health, Dental, Vision, Life, SRA (\$100/month) etc.
  - b. Other – Parking, Credit Union, Childcare
2. Calculated Amounts (percentage of earnings)
  - a. Retirement, SRA (5.5%/month), etc.
  - b. Taxes & Garnishments



# Deductions taken

## MONTHLY Paychecks

1. ALL deductions taken once a month
2. Net pay generally same every month (not including additional payments)

## BI-WEEKLY Paychecks

1. Twenty four (24) paychecks (on average two per month)
  - a. Percent based deductions taken from every paycheck
  - b. Flat dollar deductions are split between the two paychecks per month
  - c. Net pay can vary slightly due to rounding
2. Two (2) paychecks (occur in months with three pay dates)
  - a. Net pay will differ as flat dollar deductions not withheld (excluding SRA)
  - b. Only percent based deductions taken



# MONTHLY COMPARED TO BIWEEKLY

DIYVLLI

Full Time Employee

Annual \$47,000; Hourly rate = \$22.597

	Monthly		Biweekly Transition		Biweekly		Biweekly
Pay Period	2/1 to 2/28		3/1, 3/2 & 3/3 to 3/16		3/17 to 3/30		3/31 to 4/13
Hours Worked	n/a		96		80		80
Pay Date	Feb 28		March 30		April 13		April 27
<b>GROSS PAY</b>	<b>3,916.67</b>	<b>GROSS PAY</b>	<b>2,169.31</b>	<b>GROSS PAY</b>	<b>1,807.76</b>	<b>GROSS PAY</b>	<b>1,807.76</b>
NU Credit	63.00	NU Credit	63.00	NU Credit	31.50	NU Credit	31.50
BCBS DNT	22.00	BCBS DNT	22.00	BCBS DNT	11.00	BCBS DNT	11.00
VISION	17.04	VISION	17.04	VISION	8.52	VISION	8.52
LTD DED	17.88	LTD DED	17.88	LTD DED	8.94	LTD DED	8.94
AD&D DED	9.00	AD&D DED	9.00	AD&D DED	4.50	AD&D DED	4.50
LIFE INS	3.00	LIFE INS	3.00	LIFE INS	1.50	LIFE INS	1.50
HC REIM	50.00	HC REIM	0.00	HC REIM	27.78	HC REIM	27.78
CR UNION	50.00	CR UNION	50.00	CR UNION	50.00	CR UNION	50.00
BASIC PLAN	215.42	BASIC PLAN	119.31	BASIC PLAN	99.43	BASIC PLAN	99.43
TRAD SRA	162.50	TRAD SRA	162.50	TRAD SRA	162.50	TRAD SRA	162.50
SOC SEC	239.55	SOC SEC	131.22	SOC SEC	110.44	SOC SEC	110.44
MEDICARE	56.02	MEDICARE	30.69	MEDICARE	25.83	MEDICARE	25.83
FIT	405.69	FIT	236.29	FIT	173.82	FIT	173.82
SIT	147.86	SIT	83.12	SIT	62.35	SIT	62.35
<b>NET PAY</b>	<b>\$2,583.71</b>	<b>NET PAY</b>	<b>\$1,300.26</b>	<b>NET PAY</b>	<b>\$1,095.43</b>	<b>NET PAY</b>	<b>\$1,095.43</b>



# Final Monthly Check: February 28, 2017

**Last salaried check will be February 28, 2017:**

1. Should include all current grosses for month of February
2. All insurance benefits current with monthly period end

Feb-17						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Monthly Final

Monthly Payday



# Bi-weekly transition check – March 30, 2017

1. Hours to be paid for **March 1 & 2.**
2. Hours to be paid for **March 3 to March 16.**
3. March monthly deduction amounts for insured benefits and other deductions taken as monthly amounts.
4. Percentage deductions taken based on gross earnings for the period.
5. **Flexible Spending & Dependent Care will not be taken from this check**
  - a. Maximum child deduction of \$5,000 (416.66/month); re-evaluates for remaining 18 bi-weekly pay periods to deduct \$231.48/period beginning April 13.
  - b. Maximum health care deduction of \$2,550 (212.50/month); re-evaluates for remaining 18 bi-weekly pay periods to deduct \$118.05/period beginning April 13.
6. Gross and net pay will differ from future bi-weekly payments, based on hours paid (2 days plus 2 week period vs. 2 week period).



# Bi-Weekly Checks Beginning April 13, 2017

1. Gross pay based on hours within the 2 week period
2. Insured benefits divided between two periods per month
3. Percentage based deductions calculate off gross earnings
4. Other deductions should be modified to support the bi-weekly deduction payment model (no third bi-weekly deductions)

Apr-17						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Bi-weekly Final

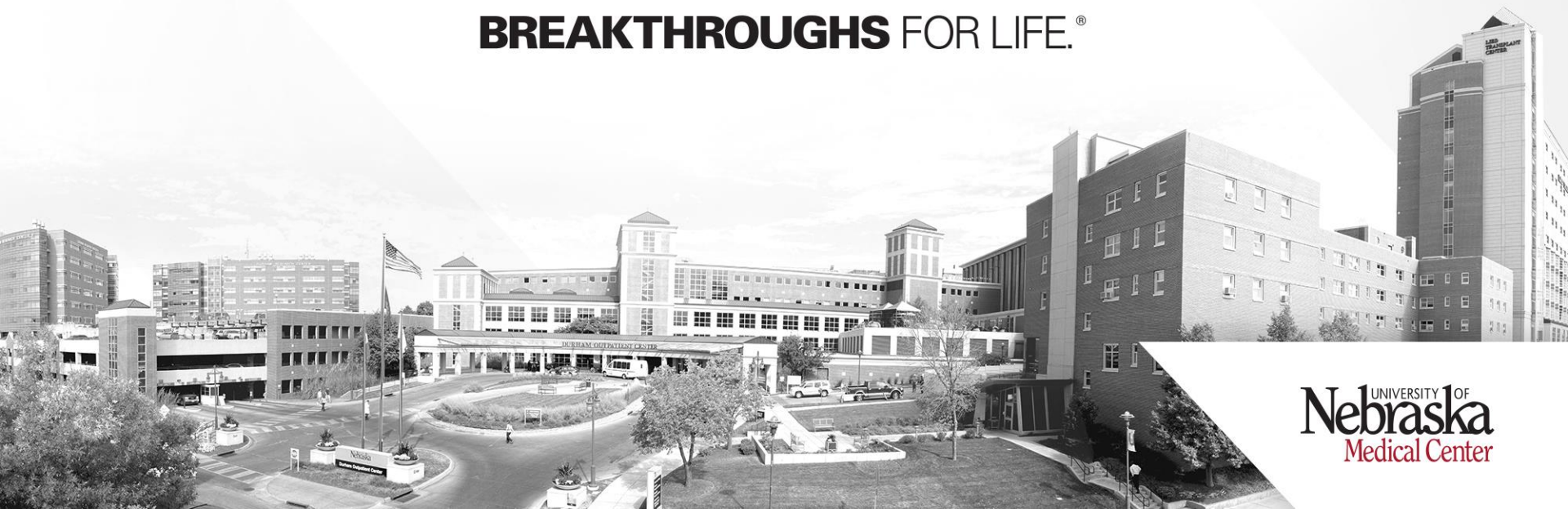
Bi-weekly Payday





# University of Nebraska<sup>SM</sup> Medical Center

**BREAKTHROUGHS** FOR LIFE.<sup>®</sup>



UNIVERSITY OF  
**Nebraska**  
Medical Center