



BIWEEKLY PAYROLL TRANSITION FREQUENTLY ASKED QUESTIONS

General Questions

When will the change take effect?	The first biweekly pay date will be January 20, 2023
How many biweekly pay dates are in a calendar year?	A biweekly pay frequency covers a pay period of 14 days, beginning on a Sunday and ending on the second Saturday. You are paid every two weeks, giving a total of 26 pay periods in the 52-week calendar year.
Can I opt out of the biweekly change?	No. All employees will be transitioned to the biweekly pay schedule together on January 1, 2023.
Will my biweekly paycheck be one-half of my monthly paycheck?	Not quite. Your take home pay for a biweekly period will be a little less than it would be on a semimonthly schedule, due to the annual salary being paid over 26 pay periods rather than 24. You receive the same annual salary, however. And twice a year there are three pay dates in a month rather than just two.
How does the new pay frequency affect my sick and vacation accruals?	Employees will continue to earn the same amount of vacation leave (for those eligible) and sick leave, but the frequency at which leave is accrued will be updated to match the new biweekly frequency.
Can I get a list of the new biweekly pay dates?	Yes, the pay dates are included in the 2023 Biweekly Payroll Calendar
How can I get an idea of what my own 2023 paychecks will look like?	ADP WFN has a Paycheck Calculator when you log into Self-service to assist in your planning.

Time Reporting

What do "non-exempt" and "exempt" mean?	Non-exempt employees are eligible for overtime under the Fair Labor Standards Act (FLSA) and must record the time worked. Exempt employees are excluded from overtime. If you are unsure of your employment status, please reach out to your Business Office Manager for assistance.
Do all employees have to report their hours worked?	All non-exempt employees must report their time worked and will continue using eTime. Exempt employees will continue to report their use of leave.



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Deductions

<p>I have a 401k Loan. Will the deduction amount change with biweekly?</p>	<p>Yes. 401k loans will be re-amortized based on the 26 pay periods in 2023, starting the first pay date in January (1/20/2023).</p>
<p>I have a garnishment deduction. How will the transition to biweekly pay affect the amount deducted for my garnishment?</p>	<p>If the garnishment deduction is specified as a percentage of your earnings, a deduction will occur each pay period, up to the maximum deduction allowed, and based upon federal and state regulations. For example, a garnishment of 25% will continue to be deducted at the rate of 25% each pay period.</p> <p>If the garnishment deduction is a fixed flat-dollar amount, the amount is recalculated to a biweekly amount that is deducted each pay period.</p>

Direct Deposit

<p>Do I need to make changes to my Direct Deposit?</p>	<p>If your direct deposit is set up so that percentages of your pay are deposited into one or more accounts, the same set up will be applied to your new biweekly pay. No action is needed.</p> <p>If your direct deposit is set up so that flat dollar amounts are deposited, you should review these amounts to determine if changes are needed. Changes can be made using Self-service on ADP WFN.</p>
<p>What if I use automatic online payments for bills?</p>	<p>If you have automatic payments set up for any regular expenses, for example, mortgage payments, student loan payments, or car loan payments, work directly with your financial institution(s) and vendors to change payment dates as needed to accommodate the new biweekly pay frequency.</p>



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Taxes

<p>Will I need to make any changes to my taxes or withholdings?</p>	<p>If you have an additional tax amount deducted from your paycheck, you will most likely want to recalculate that amount by taking your yearly goal amount and then divided by 26 for a biweekly amount. You can easily make changes to your tax withholdings using ADP WFN Self-service.</p>
<p>How is Federal tax withholding affected by the new pay frequency?</p>	<p>Federal taxes will continue to be withheld in accordance with the IRS W-4 form you have on file.</p>