Considerations When Moving from the Bi-Weekly to the Monthly Payroll

What Will Change

- ✓ Paid monthly on the last business day of the month
- ✓ Paid a salary instead of an hourly rate
- ✓ No longer eligible for overtime
- ✓ Vacation and sick accruals converted from hours to days
- ✓ Time off requested in days not hours
- ✓ Time off requested (vacation and sick) does not need approval prior to payroll deadlines since you are paid a salary
- ✓ Health, dental, and life insurance contributions deducted over 12 pay periods instead of 24

What You Need to Do

- ✓ Ensure future-dated time off requests in hours are canceled and resubmitted in days
- ✓ Review direct deposit information if paycheck is deposited into multiple accounts
- ✓ Review personal automatic bill payments to determine if changes need to be made

HOW WILL THIS CHANGE AFFECT MY PAY?

1. How will I be paid as an exempt staff member?

Exempt employees are paid a salary on a monthly pay cycle. For further details on how exempt staff are paid, please refer to the Exempt and Non-Exempt Employee Pay (40.030) policy.

2. Since I am moving to the monthly payroll, what will my bi-weekly paycheck include?

Your last bi-weekly paycheck will include all hours worked during the pay period up until the effective date of your move to the monthly payroll. Your bi-weekly benefit deductions will be withheld.

3. When will I receive my first monthly paycheck and what will it include?

You will receive your monthly paycheck on the last business day of the month, and it will include all days worked since your move to the monthly payroll. If the effective date of your move is mid-month, your monthly benefits deductions will be reduced to include a credit for what has already been deducted during that month. Review the monthly pay deadlines and pay dates here to determine when you will receive your first monthly paycheck.

4. How will this change impact my current deductions?

Your deductions will change from bi-weekly to monthly beginning with your first monthly paycheck. Health, dental, and life insurance contributions and other deductions (e.g. retirement plan

contributions, flexible spending amounts, garnishments, parking cost, loan payments, Faculty Club dues, BROWN GIVES donations) will be deducted over 12 pay periods.

5. How will my monthly donation to BROWN GIVES campaign be impacted?

Since this deduction was set up based on an annual amount taken out of 26 paychecks, this amount will be adjusted for the monthly pay frequency. For example, if you made a $120 donation for the campaign year, your deduction will be changed from $4.61 per bi-weekly paycheck to $10 per month.

6. How does this impact my direct deposit?

If your direct deposit is set up so that percentages of your pay are deposited into multiple accounts, the same percentages will be applied to your new monthly pay. If your direct deposit is set up so that flat dollar amounts are deposited into multiple accounts, you should review these amounts to determine if changes need to be made.

HOW WILL THIS CHANGE AFFECT MY BENEFITS?

7. How will this change from non-exempt to exempt impact my retirement?

If you were hired after March 1, 2001, your retirement benefits will not change when your position changes from non-exempt to exempt status. If you were hired before March 1, 2001, please contact the Benefits Office for more information.

8. How will the change from non-exempt to exempt impact my vacation and sick balances and accruals?

If you have fewer than two years of service, your vacation and sick accruals will change. If you have more than two years of service, your vacation and sick time benefit will not change. In either situation, your vacation and sick balances in Workday will be converted from hours to days by the Workday Absence Partner in your department. Going forward, your vacation and sick time will be accrued in days each monthly pay period.

9. I have a future dated time off request - what should I do?

Work with your manager to cancel the original request in Workday, and re-submit the request in Workday after the effective date of your move to the monthly pay cycle.

RESOURCES TO ASSIST ME WITH THIS TRANSITION

10. Is there anything else I can do to plan for this change?

Receiving your paychecks on a different cycle may require you to change automatic payments and withdrawals.

11. Are there resources available to help with financial planning for this transition?

Staff who work at least 50% time have access to financial counseling and referrals through the Faculty/Staff Assistance Program on the UHR website.

12. Are there additional resources available to help me understand the impact on my benefits?

Yes, please contact the Benefits Office at Benefits_Office@Brown.edu or at 401-863-2141. For questions about other deductions, direct deposit, or tax withholding, please contact Payroll at Payroll_Specialist@brown.edu.