UCPath@UCSC:
Biweekly Pay Cycle Conversion
Applies to nonexempt and hourly UCSC employees

On January 20, 2013 UCSC’s nonexempt and hourly employees will transition to a biweekly pay cycle.

This change is one of the ways the campus is preparing for the implementation of UCPath, a new integrated payroll and human resource information system that will be shared across all UC locations.

KEY FACTS RELATING TO THIS CHANGE:

- UCSC will begin using a biweekly pay cycle on January 20, 2013.
- Nonexempt and hourly employees will be moved to the biweekly pay cycle.
- Employees on the biweekly pay cycle will be paid every other week on Wednesday.
- UCSC will offer a transition assistance program to eligible affected employees who request financial assistance during the transition period.
- The specific pay dates during the transition period are:
  - Jan 2 or 8: Last full month paycheck
  - Feb 1 or 8: Partial month paycheck for work through Jan 19
  - Feb 13: Biweekly paycheck for Jan 20 through Feb 2
  - Feb 27: Biweekly paycheck for Feb 3 through Feb 16
  - Mar 13: Biweekly paycheck for Feb 17 through Mar 2

WHAT ARE THE ADVANTAGES OF BIWEEKLY PAY?

- Biweekly employees will receive 26 paychecks in a year, whereas monthly employees receive 12 paychecks in a year.
- Paychecks will be more frequent and represent actual time worked in the pay period.
- The biweekly employee pay rate will be an hourly rate.
- Vacation and sick leave will be accrued every 4 weeks rather than once a month.
- Deductions will be split across biweekly paychecks.

WHAT CAN AFFECTED EMPLOYEES DO TO PREPARE?

- Review your personal budget and determine your income needs based upon a biweekly pay cycle.
- Review and make any changes necessary to automatic payments and deductions you have scheduled.
- For more information see the Biweekly FAQs.
- Continue to check back on the UCPath Website for Biweekly Pay Cycle Conversion updates.

If you have any questions or comments please email biweekly@ucsc.edu or call (831) 459-4204.