Biweekly Pay Conversion & Transition Assistance Program

On January 20, 2013, UCSC’s non-exempt and hourly employees, including Readers and Tutors, will convert to a biweekly pay cycle.

This pay cycle conversion will affect policy-covered (non-represented) employees. For exclusively represented employees, these changes are subject to requirements of the Higher Education Employer-Employee Relations Act (HEERA), and unions have been notified of the proposed changes.

Standardizing pay cycles across the UC system is one required element of a much larger project called UCPath. This requires UCSC to implement a biweekly pay cycle.

ABOUT UCPATH
UCPath is a system-wide project to create a new integrated payroll and human resource system, standardized business processes, and a consolidated service center. UCPath will be shared across all UC locations, allowing UC to pay all employees from a single payroll system.

BIWEEKLY AND MONTHLY PAY CYCLES
Nonexempt and hourly employees will be converted to a biweekly pay cycle. The biweekly pay cycle is specifically designed to pay actual hours worked and overtime in a more timely manner. Salaried UCSC employees (academic appointees and exempt staff, for example) will continue to be paid on their current monthly pay cycle.

DIFFERENCES WITH THE BIWEEKLY PAY CYCLE

PAYCHECK TIMING
• Employees on the biweekly pay cycle will be paid every other week on Wednesday.
• Biweekly paychecks will cover the two-week period that ended 11 days earlier.

EXPRESSION OF PAY RATE
• All biweekly employees will see their pay rate expressed as an hourly rate.

LEAVE ACCRUAL TIMING
• Vacation and sick leave will be accrued every 4 weeks rather than once a month.

DEDUCTIONS
• Deductions will be split between biweekly paychecks:
  • Percentage-based deductions (example: income tax) will come out of each paycheck
  • Flat-rated deductions (example: parking fees) will be taken out of two pay periods per month. When there are three pay-period end dates in one month, the third period becomes what’s called a “benefits deduction holiday,” with no benefits or flat-rated deductions taken.

OTHER BUSINESS IMPACT
• Staff will need to submit timesheets — and supervisors approve them! —every other week.

2013 TRANSITION PAYDATES
• January 1 or 8: Last full month paycheck for December
• February 1 or 8: Partial month paycheck for work through Jan 19
• February 13: Biweekly paycheck for Jan 20 through Feb 2
• February 27: Biweekly paycheck for Feb 3 through Feb 16
• March 13: Biweekly paycheck for Feb 17 through March 2
PREPARING FOR BIWEEKLY PAYCHECKS
Affected employees are encouraged to prepare for the transition by reviewing their personal budgets and determining their income needs based on a biweekly pay schedule. Additional planning resources and information will be available as the conversion date approaches.

UCSC BIWEEKLY PAY TRANSITION ASSISTANCE PROGRAM
The campus will offer the UCSC Biweekly Pay Transition Assistance Program to eligible affected employees who may need such financial assistance during the transition period.

PROGRAM OVERVIEW:
- The program will provide up to a $1,000 loan and/or up to 80 hours vacation cash out.
- Employees will have the option of requesting a loan, vacation cash out, or both. Employees will also have the option of multiple vacation cash outs equaling up to 80 hours.
- Eligible employees include Career, Contract, Limited Appointment and Per Diem employees with appointments of 50% time or more who are converting to biweekly pay.
- For exclusively represented employees, participation in the UCSC Biweekly Pay Transition Assistance Program is subject to collective bargaining.
- Additional details can be found at: biweeklpay.ucsc.edu

RESOURCES FOR BIWEEKLY PAY CYCLE CONVERSION
The campus website, biweeklpay.ucsc.edu, will provide up to date information on the biweekly conversion. Quick Facts and Frequently Asked Questions (FAQ) have been posted and contain helpful information. Be sure to check the site for updated information.

If you have any questions or comments, please send them to biweekly@ucsc.edu or 831-459-4204.