Biweekly Pay Conversion for Hourly Student Employees

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

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.

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 flat-rated deductions taken.

OTHER BUSINESS IMPACT

- Students will need to submit timesheets — and supervisors approve them! — every other week.

2013 TRANSITION PAYDATES

- January 8: Last full month paycheck for Nov 24 through Dec 23
- February 8: Partial month paycheck for work Dec 24 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.

RESOURCES FOR BIWEEKLY PAY CYCLE CONVERSION

The campus website, biweeklypay.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.