

# Biweekly Pay Cycle Conversion

## Quick Facts

On November 20, 2016, certain UC employee groups will transition to the biweekly pay cycle to comply with new regulations set forth by the United States Department of Labor (DOL), the agency which interprets and enforces the Fair Labor Standards Act (FLSA)-the wage and hour law that covers the University. Employees in these groups are now considered to be nonexempt employees and therefore eligible for premium overtime pay.

The following employee groups are subject to this change in FLSA status, time reporting, and pay cycle:

- Junior Specialists
- Part-time academic UCSC employees with earnings that fall below the new 2016 annual salary threshold, as defined by the FLSA.

### KEY FACTS RELATING TO THIS CHANGE:

- Beginning November 20, 2016, employees identified as nonexempt under the new DOL regulations will begin using a biweekly timesheet to record hours worked and will be eligible to accrue overtime at a premium rate.
- Pending approval by the UC Office of the President, UCSC will offer a vacation cash-out option to eligible employees who request financial assistance during the transition period.
- Nonexempt paid employees will receive earnings on a biweekly pay cycle for any work performed on or after November 20, 2016.
- Pay dates for the transition in pay cycle:  
**November 1:** Last full monthly paycheck  
**December 1:** Partial monthly paycheck for time reported from November 1 through November 19  
**December 14:** First biweekly paycheck for time reported from November 20 through December 3

### WHAT CHANGES CAN I EXPECT WITH THE TRANSITION TO BIWEEKLY PAY?

- 26 paydays in a year, rather than 12 paydays a year.
- The biweekly pay rate will be expressed as an hourly rate.
- Paydays will occur every other week, on Wednesday, beginning December 14, 2016.
- Time worked and paid time off will be reported hourly, to the nearest quarter hour
- Timesheets are due at the end of each biweekly pay cycle, beginning Saturday, December 3, 2016, and should be delivered to the academic personnel office in the division with the supervisor's signature by the Monday after the end of each biweekly pay cycle.
- Employees on the biweekly pay cycle will be eligible to accrue overtime at a premium rate for any time reported over 40 hours within a standard work week (Sunday to Saturday).
- Vacation and sick leave will be accrued every 4 weeks rather than once a month. This four-week period is referred to as a quadriweekly cycle (two biweekly pay periods).
- Health benefits and other fixed amount deductions will be split in half and deducted from 24 biweekly paychecks. The other two paychecks are called "Benefits Holidays" and are identified on the [Biweekly Payroll Calendar](#).
- Percentage-based deductions will be taken from every paycheck.

### 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, such as with your bank and retirement plan.
- Check the [Biweekly Pay Conversion](#) site for more information and FAQs as the transition date of November 20, 2016 approaches.