Biweekly Pay Quick Facts

Certain UC employee groups are paid on the biweekly pay cycle in compliance with regulations set forth by the United States Department of Labor (DOL), the agency which interprets and enforces the Fair Labor Standards Act (FLSA). The FLSA is the wage and hour law that covers the University. Employees considered to be nonexempt employees per FLSA regulations are eligible for premium overtime pay, and paid by UC on a biweekly pay cycle.

Staff and academic employees in non-student, non-instructional titles are considered nonexempt if their full- or part-time earnings fall below the annual salary earnings threshold that is defined and set by the DOL. Further, FLSA status is determined at the employee level, meaning employees with concurrent jobs will be reviewed by the appropriate HR/Personnel offices and a single status determined.

KEY FACTS:

- Employees identified as nonexempt under DOL regulations use a biweekly timesheet to record hours worked.
- Nonexempt employees are eligible to accrue overtime at a premium rate.
- Nonexempt paid employees receive earnings on a biweekly pay cycle for work performed.

I AM TRANSITIONING FROM MONTHLY TO BIWEEKLY PAY; WHAT CHANGES CAN I EXPECT?

- 26 paydays in a year, rather than 12 paydays a year.
- Pay rates for nonexempt employees are expressed as hourly rates, so you will see your annualized rate expressed as an amount per hour, rather than per month, on your pay stub/notice.
- Paydays occur every other week, on Wednesday, and cover a two-week pay period. See the Biweekly Payroll Calendar for details.
- 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 (every other Saturday), and received by the divisional academic personnel office with supervisor approval by the following Monday.
- 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). Overtime must be preapproved by the employee’s supervisor.
- 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”. When there are three pay period end dates (timesheet submittal due dates) in the same calendar month, the paycheck for that third period will be a “benefits holiday”.
- Percentage-based deductions will be taken from every paycheck.

WHAT CAN I 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.
- Find paydates and more listed on the Biweekly Payroll Calendar.
- This information, and more, is also available on the UCSC Biweekly Pay site.

Updated October 2019 | UCSC APO