1. **I’m paid monthly. Will I convert to the biweekly pay schedule?**
   Not all employees will convert to the biweekly pay schedule; only employees whose job titles are considered non-exempt under the Fair Labor Standards Act (FLSA) will convert to biweekly. Employees whose job titles are exempt will remain monthly.

2. **What do “Non-exempt” and “Exempt” mean?**
   Non-exempt employees are eligible for overtime under the Fair Labor Standards Act (FLSA) and must record time worked. Exempt employees are excluded from overtime. If you are unsure of your exemption status, please check with your departmental Personnel Coordinator for assistance.

3. **Why are “Exempt” employees remaining monthly?**
   Exempt employees receive a predetermined salary each pay period regardless of the amount of time worked in that period. Also exempt employees are not eligible for overtime. Exempt employees are only required to report non-productive time such as vacation or sick time usage.

4. **Why must “Non-exempt” employees report time?**
   FLSA regulations require employees to track their time worked by the hour and require that overtime be paid for work in excess of 40 hours in a work week. To ensure that the University meets these regulations, non-exempt employees must report time worked each day. The biweekly pay cycle was specifically designed to help track hours worked and overtime.

5. **Can I choose not to go to the biweekly pay schedule?**
   No, it is planned that non-exempt employees will be converted to the biweekly pay schedule on April 1, 2012. For represented employees, the change is subject to the requirements of the Higher-Education Employer-Employee Relations Act (HEERA).

6. **When will the change from a monthly pay schedule to a biweekly pay schedule take effect?**
   - If you are being converted to the biweekly pay schedule you will receive your last monthly paycheck on **03/29/12**. This check will include earnings for the pay period of 03/01/12 – 03/31/12.
   - Your first biweekly pay check will be on **04/25/12**. This check will include the earnings for the pay period of 04/01/12 – 04/14/12.

7. **Why is this change necessary?**
   This change is one of the UC goals for continuous improvement of the quality and efficiency of the University’s business processes. Some benefits of the change are:
   - Systematic approach to Payroll Time Reporting
   - Standardize payroll cycles across the UC
   - More efficient and effective time reporting
   - Fewer manual adjustments
   - Reduced number of overpayments
8. **What is the advantage to me?**
   - You will now be paid every other week rather than waiting a whole month between checks.
   - Any overtime hours you work in the pay period will be paid faster.
   - Your vacation and sick leave balances will be current.

9. **I'm currently paid on the 1st of the month, what will my payday change to?**
   As a biweekly employee, you will receive your earnings every other Wednesday. Please refer to the [Pay Day Calendar](#) for a complete list of the pay dates for 2012.

10. **I know that there are 12 monthly pay periods in a calendar year. How many biweekly pay periods are in a calendar year?**
    A biweekly pay cycle consists of 10 working days, beginning on Sunday and ending on the second Saturday of the pay period. You are paid every 2 weeks, giving you a total 26 biweekly pay periods in a calendar year.

11. **Will the change in pay frequency affect my sick and vacation accruals?**
    No, you will still receive the same amount of accruals. What will change is the accrual schedule. Monthly employees receive accruals on their monthly pay day. Biweekly employees receive sick and vacation accruals every four weeks. Please refer to the [UCLA Biweekly Payroll Calendar](#) for the biweekly accrual periods and dates.

12. **How is my hourly rate determined?**
    There are two methods you can use to calculate your hourly rate; you can choose to use either or both methods:

    **Method 1:** Take your monthly salary and divide by 174 (the average working hours in a month).
    
    *For example*, your monthly salary is $3250.00 per month:
    $3250.00 ÷ 174 = $18.68 per hour.

    **Method 2:** Take your annual salary and divide it by 2088 (the number of working hours in a year).
    
    *For example*, your annual salary is $39,000.00 per year:
    $39,000.00 ÷ 2088 = $18.68 per hour
13. **What if anything, should I do?**
We encourage you to review your personal budget situation and determine your income needs based on a biweekly pay schedule. Please note that your first biweekly check on 04/25/12 will contain 2 weeks of earnings.

In preparation for the conversion, you may want to:
- Review your current tax withholdings elections to make any necessary changes.
  Pay particular attention to additional tax withholding amounts. See question 22 for more details.
- Request that creditors adjust your automatic withdrawal or bill-pay dates to align with your new pay schedule.

14. **Will I need to make any changes to my direct deposit?**
No, if you currently have your pay earnings sent direct deposit, you do not have to make a change. If you have automatic bill pay from your account you may want to talk to your financial institution about any necessary changes.

15. **What if I pay some of my bills through the automatic bill pay?**
If you have automatic bill pay set up for any regular expenses, for example mortgage payments, student loan payments or car payments, we encourage you to work directly with your financial institution(s) to change payment dates as needed.

16. **What about months with three biweekly paychecks? Will I pay extra deductions?**
No, in months with three paychecks, there will be one pay check that does not have fixed flat dollar deductions taken (e.g. Parking deductions, Credit Union deductions, 403B Loans payments, etc.). These no flat dollar deductions pay days are called Benefit Deductions Holidays. Deductions holidays occur two times a year. You can find the deduction holidays by referring to the double squared icon on the [UCLA Biweekly Payroll Calendar](#).

17. **I have a garnishment deduction. How will the pay transition to biweekly pay affect the amount deducted for my garnishment?**
If the garnishment deduction is calculated as a percentage of your earnings, a deduction will occur each pay period, up to the maximum deduction allowed, and based upon federal and state regulations. For example, a garnishment deduction of 25% will be taken each pay day.

If the garnishment deduction is a fixed flat dollar amount, the amount is recalculated to a biweekly amount. That calculation is then divided into two payments. For example, a monthly $250.00 garnishment payment will become $125.00 deducted against each biweekly pay check.
18. **Is there a chart that shows the benefits deduction schedule?**
Yes. You can refer to the [Biweekly Benefits Deduction Schedule](#) for a complete list of the benefits deductions paydays. This chart lists the first biweekly payday of each month and the Benefits Deduction Holidays for the year.

19. **When is my retirement deduction taken?**
The UC mandatory retirement contributions, UCRP, DCP-REG and DCP-CAS are taken each biweekly payday.

20. **I contribute to my 403B and 457(b) plans. When will my contributions be taken?**
If your contributions are set-up as a percentage deduction, the percentage amount will be taken each pay day. For example, if your current 403B contribution is set at 5% per month, a 5% contribution will made each biweekly pay day.

If your contributions are set-up as a fixed flat dollar amount, the flat dollar amount will be divided and taken each biweekly payday. For example, if your current 403B contribution is $100.00 per month, it divided into a $50.00 contribution each biweekly pay day.

21. **Will I need to make any changes to my taxes or withholdings?**
If you have an additional tax amount deducted from your paycheck, that monthly amount will be split in half and 50% will be withheld from each biweekly check. If you do not want the current additional amount to be split in this manner, please go to [At Your Service Online](http://map.ais.ucla.edu/go/1004905)(AYSO) and review and/or update your W-4/DE-4 Form.

22. **How does the change in pay frequency affect my Federal and State taxes?**
We will continue to tax you according to the Federal W-4 and CA State DE-4 forms you currently have on file. Your biweekly earnings will be taxed based upon the biweekly tax schedule set by the Internal Revenue Service and the Franchise Tax Board. You can review the current tax schedules here:

Federal Income: [http://map.ais.ucla.edu/go/1004906](http://map.ais.ucla.edu/go/1004906),
California State Income: [http://map.ais.ucla.edu/go/1004907](http://map.ais.ucla.edu/go/1004907)

23. **Will there be ongoing communication?**
Yes. Ongoing communication will be shared with affected staff regarding the transition. Information will also be distributed to departmental payroll offices. In February, information sessions will be offered for staff. If you have any questions on which you need immediate assistance please contact Payroll Services. We are happy to help.

Please contact: Manager Irma Arellano, Payroll Services at [iarellan@finance.ucla.edu](mailto:iarellan@finance.ucla.edu).