

## Preparing for Biweekly Pay: A Checklist for UW–Madison Employees Paid Over 9 Months

All UW System employees who are paid monthly—including UW–Madison employees—will be moved to a biweekly pay schedule. Your annual salary will not change because of the shift in paycheck frequency. The checklist below will help you determine what action you need to take.

### Prepare

#### Review the following resources:

- Review the Single Payroll website at [hr.wisc.edu/single-payroll](http://hr.wisc.edu/single-payroll).
- Review the [Single Payroll timeline for employees paid over 9 months](#) for information on how this will impact your payroll schedule.
- View the [2021 Monthly Payroll Calendar](#).
- Learn more about Single Payroll, review the [frequently asked questions](#) provided by the University of Wisconsin System.
- Download the [paycheck estimator in Excel](#).

#### Prepare for the transition period:

Starting on Sept. 9, you will be paid every other Thursday. To prepare, you may need to adjust your deductions and automatic payments to 26 paychecks annually. Your automatic payments may include your mortgage, car loan, utilities, and subscriptions. Work with your financial institutions so the changes go into effect on the dates you need.

#### Review the following dates:

- **Aug. 23** – The 9-month contracts start.
- **Sept. 9** - You will receive a partial biweekly paycheck (for Aug. 23-28).
- **Sept. 23** - You receive your first full biweekly paycheck (for Aug. 29-Sept. 11). Most of your future paychecks will be similar to the amount on this paycheck. Your benefits deductions will be evenly split over the first two biweekly paychecks each month.

#### Employees with summer appointments, contact your local Human Resources (HR) or payroll contact:

- Your [local HR or payroll contact](#) can help determine how your unique contract will impact your payroll schedule.

### Act

#### Review your benefits deductions, voluntary contributions, and withholdings of flat dollar amounts:

Depending on your unique circumstances you may need to update the items below, while other updates are automatically adjusted. Before, during, and after the transition to biweekly pay monitor your earnings statement and personal finances. UW System is also sending a direct email to employees who have any of these voluntary contributions or withholdings of flat dollar amounts and providing instructions.

#### If you do not update the following your contributions may be larger than expected:

- Partial biweekly paycheck on Sept. 9
- Full biweekly paycheck starting Sept. 23

Benefits deductions, voluntary contributions and withholdings of flat dollar amounts	First and last date to submit changes and effective paycheck date
<p><b>Direct Deposit</b> If you use direct deposit for multiple accounts, you can enter and update your direct deposit information using the Payroll Information module in <a href="#">MyUW</a>. For more information about direct deposit visit <a href="http://hr.wisc.edu/pay/direct-deposit">hr.wisc.edu/pay/direct-deposit</a>.</p> <p>Once you submit a direct deposit update, we encourage you to monitor your Earnings Statement to verify your payment was directly deposited. Learn more about <a href="#">understanding your Earnings Statement</a>.</p>	<p>Aug. 31 (effective Sept. 9)</p> <p>Sept. 3-15 (effective Sept. 23)</p>
<p><b>Tax withholdings</b> If you take an additional flat amount out for taxes, prepare to adjust the amount to deduct over 26 paychecks. Tax withholding on a biweekly paycheck is smaller than on a monthly paycheck, but total tax deductions ultimately equal the same amount.</p> <p><a href="#">Update your W4 additional tax withholdings</a> - Enter and update your W4 tax withholding information using in <a href="#">MyUW</a> (click on payroll). Learn more at <a href="http://hr.wisc.edu/new-employees/employee-tax-withholding">hr.wisc.edu/new-employees/employee-tax-withholding</a>.</p>	<p>Aug. 31 (effective Sept. 9)</p> <p>Sept. 3-15 (effective Sept. 23)</p>

Once you submit your additional tax withholdings, we encourage you to monitor your Earnings Statement to verify your tax withholdings are accurate. Learn more about <a href="#">understanding your Earnings Statement</a> .	
<b>Wisconsin Deferred Compensation (WDC) 457</b> Contact WDC directly to change your payroll contribution at 1-877-457-9327. You may also update your contribution through your online account at <a href="http://wdc457.org">wdc457.org</a> . For more information visit <a href="http://hr.wisc.edu/benefits/wdc">hr.wisc.edu/benefits/wdc</a> .	Aug. 18 (effective Sept. 9)  Aug. 18 (effective Sept. 23)
<b>Tax Sheltered Annuity (TSA) 403 (b)</b> You may update your TSA contribution amount by completing a <a href="#">Salary Reduction Agreement</a> or by using the <a href="#">online self-service tool in MyUW</a> . ( <a href="#">Screenshots</a> ). For more information visit <a href="http://hr.wisc.edu/benefits/tax-sheltered-annuity-403b/#forms">hr.wisc.edu/benefits/tax-sheltered-annuity-403b/#forms</a> .	Aug. 31 (effective Sept. 9)  Sept. 14 (effective Sept. 23)
<b>Wisconsin Retirement System (WRS) voluntary additional contributions</b> <a href="#">Complete the Additional Retirement Contribution Election form</a> and submit it to your local human resources contact.	Aug. 31 (effective Sept. 9)  Sept. 14 (effective Sept. 23)
<b>Edvest section 529 tax-deferred college savings program</b> Login to your Edvest account at <a href="http://www.edvest.com">www.edvest.com</a> and update your contribution amount for a biweekly pay schedule. Instructions are available on the Edvest website at <a href="http://www.edvest.com/benefit/docs/Edvest-UW-Employee-Flyer.pdf">www.edvest.com/benefit/docs/Edvest-UW-Employee-Flyer.pdf</a> .  You will also need to update your direct deposit information using the Payroll Information module in <a href="#">MyUW</a> .	Aug. 31 (effective Sept. 9)  Sept. 3-15 (effective Sept. 23)

**Automatically updated. No action required.**

<b>Benefits</b> Most benefits deductions will be split evenly over the first two biweekly paychecks each month including deductions for benefits such as health, dental, vision and life insurance. Your coverage under the various benefits plans will not change.
<b>Health Savings Account (HSA) – Contributions.</b>
<b>Health Opt-Out - Incentive payments received.</b>
<b>UW–Madison parking and recreation memberships – Includes bus passes and van pool.</b>
<b>Charitable contributions – Made through payroll deduction, including Partners in Giving and others.</b>
<b>Garnishments - Such as child support, unpaid court costs, or tax levies will automatically adjust. Agencies will be informed of the paycheck frequency change.</b>

Visit [hr.wisc.edu/single-payroll](http://hr.wisc.edu/single-payroll)

For questions contact 608-265-2257 or email [2021payrollchanges@ohr.wisc.edu](mailto:2021payrollchanges@ohr.wisc.edu)