

3 Steps for a Smooth Transition

Action steps if you are becoming a non-exempt employee under Fair Labor Standards Act requirements

Act by Oct. 29 to ensure a smooth transition to biweekly pay

1

Review the Payroll Advance

The university is offering a one-time Advance to help bridge the pay gap caused by the transition to biweekly pay. Details are on the other side of this checklist.

A Checklist to Manage Your Needs

- Applies to me
- Action taken

2

Review your finances

You will be paid on a biweekly schedule, so you should make sure that any automatic transactions are still appropriate given when you will be paid.

- **If you use direct deposit**, your pay will continue to go to your listed account(s). Are the amounts correct? (Example: If \$200 per pay goes to savings, that would become \$400 a month under a biweekly schedule.)
- **If you have automatic bill payments or transfers**, check that the timing still works.

- Applies to me
- Action taken

- Applies to me
- Action taken

3

Review your paycheck

Your contributions toward your health benefits and retirement (OPERS/STRS/ARP) will automatically convert from monthly to biweekly. Only you can adjust the following ones.

- **If you withhold additional taxes above the required amount**, you may be set up to over-withhold. (Example: If you withhold an extra \$50 per pay, that will become \$100 per month). Use eprofile.osu.edu to adjust
- **If you contribute to a 403(b) or 457 plan**, you may be set to over-contribute. (Example: A \$100 contribution per pay would turn into \$200 per month on a biweekly schedule). Use eprofile.osu.edu to adjust (See "Supplement Retirement" under eBenefits)
- **If you donate to Bucks for Charity and/or Campus Campaign Campaign**, those will convert to biweekly. (Example: a \$100 monthly donation will convert to \$50 per biweekly pay.) To adjust, contact bucksforcharityFLSA@osu.edu or gifts@osu.edu (for Campus Campaign)
- **If you have other regular deductions**, we will provide a list before the transition date to show how each is handled.

- Applies to me
- Action taken

- Applies to me
- Action taken

- Applies to me
- Action taken

Reminder:
Act by Oct. 29 on all steps

