

How to Ease Your Transition to Biweekly Pay

Based on new federal regulations under the Fair Labor Standards Act, Ohio State is required to reclassify certain employees from exempt to non-exempt status. Affected employees will move from monthly paychecks to biweekly ones.

How this will affect your pay: This transition will not change what you earn at Ohio State, but a timing issue will create a pay gap as you move from monthly paychecks to biweekly ones.

- Your final monthly paycheck will cover the period through Oct. 29, so it will be slightly smaller than a full month of work. This check will be paid Oct. 31.
- In November, you will receive only one biweekly paycheck (on Nov. 25, for the pay period Oct. 30-Nov. 12) because biweekly pay is issued in arrears.

How we can help: The university recognizes that the initial transition to biweekly pay could affect your personal finances, so Ohio State is offering a one-time advance that will bridge the pay gap in November.

- Participation is voluntary, so you can decide whether this offer makes sense for your family.

How the advance works:

- **Amount:** The advance will be equal to two weeks of your base pay (up to 80 hours based on the number of standard hours assigned to your job).
- **Timing:** The advance will be added to your biweekly paycheck on Nov. 25.
- **Repayment:** The advance will be paid back through payroll deductions over six months (13 biweekly paychecks), starting with your Dec. 9 paycheck.

Other details of the advance are spelled out at go.osu.edu/flsa

What happens next?

You will receive an email to your work address with details about how to sign up. **Deadline to apply: Oct. 29**

What else should I know?

- Review the Frequently Asked Questions about the advance (go.osu.edu/flsa)
- Flip to the other side of this document for a handy checklist of action steps to smoothly manage your transition

Who do I ask?

- About general FLSA topics: Start with your supervisor or unit's HR professional (or contact university-wide HR Customer Service, 614.292.1050)
- About the Pay Advance: Contact the Office of Payroll Services, 614.292.2311 or taxoffice@osu.edu



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

