



DEM Session: Single Payroll

Office of the Vice Provost

Ann Bradshaw, Divisional Human Resources Manager

Paula Gates, Divisional Human Resources Specialist

Kelly Layton, Divisional Financial Specialist

Reminders

- Ask Questions!
 - Raise your Hand 
 - Chat
 - Wait for Question Section
 - Ask Paula/Ann/Kelly after the meeting

Single Payroll Timeline

June 2021

June 30 last full monthly paycheck

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
		Final Furlough Entry Deadline	Final Furlough Approval Deadline			
20	21	22	23	24	25	26
27	28	29	30			
			Pay Date	Last full monthly paycheck 6/30/2021		

Single Payroll Timeline

July 2021 Partial Paycheck						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
		Paid for July 1 – July 17 (less than ½ of what your monthly paychecks had been)			Pay Date	

Monthly Payroll Schedule Transition to Bi-Weekly Pay Schedule

Pay Period	Pay Period Dates	Pay Date
DEC 2020	12/01/2020 - 12/31/2020	01/04/2021
JAN	01/01/2021 - 01/31/2021	02/01/2021
FEB	02/01/2021 - 02/28/2021	03/01/2021
MAR	03/01/2021 - 03/31/2021	04/01/2021
APR	04/01/2021 - 04/30/2021	04/30/2021
MAY	05/01/2021 - 05/31/2021	06/01/2021
JUN	06/01/2021 - 06/30/2021	06/30/2021
JUL	07/01/2021 - 07/17/2021	07/30/2021

Single Payroll Timeline

August 2021

New bi-weekly schedule

1st bi-weekly paycheck will be Thurs., Aug. 12 for 7/18-7/31/21. This amount will be approximately 1/26 of your annual salary.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
				Pay Date		
15	16	17	18	19	20	21
22	23	24	25	26	27	28
				Pay Date		
29	30	31				

2nd bi-weekly paycheck will be Thurs., Aug. 26 for 8/1-8/14/21. This amount will be approximately 1/26 of your annual salary.

Single Pay Bi-Weekly Pay Schedule:

2021: <https://uwservice.wisconsin.edu/docs/publications/pay-uncl-bw-calendars-2021.pdf>

2022: <https://uwservice.wisconsin.edu/docs/publications/2022-biweekly-payroll-calendar.pdf>

Pay Period	Pay Period Dates	Pay Date
JUL C	07/18/2021 - 07/31/2021	08/12/2021
AUG A	08/01/2021 - 08/14/2021	08/26/2021
AUG B	08/15/2021 - 08/28/2021	09/09/2021
SEP A	08/29/2021 - 09/11/2021	09/23/2021
SEP B	09/12/2021 - 09/25/2021	10/07/2021
OCT A	09/26/2021 - 10/09/2021	10/21/2021
OCT B	10/10/2021 - 10/23/2021	11/04/2021
NOV A	10/24/2021 - 11/06/2021	11/18/2021
NOV B	11/07/2021 - 11/20/2021	12/02/2021
DEC A	11/21/2021 - 12/04/2021	12/16/2021
DEC B	12/05/2021 - 12/18/2021	12/30/2021
JAN A	12/19/2021 - 01/01/2022	01/13/2022

Single Pay Bi-Weekly Pay Schedule:

2021: <https://uwservice.wisconsin.edu/docs/publications/pay-uncl-bw-calendars-2021.pdf>

2022: <https://uwservice.wisconsin.edu/docs/publications/2022-biweekly-payroll-calendar.pdf>

University of Wisconsin Shared Services

Human Resource System

2021 Pay Schedules

Monthly Pay Schedule

Ends 07/17/2021, Biweekly Pay Schedule starts 07/18/2021

Faculty/Academic Staff/Limited Appointment (FA/AS/LI)

Pay Period	Pay Period Dates	Pay Date	Deduction Groups ¹
DEC 2020	12/01/2020 - 12/31/2020	01/04/2021	1, 2, 3, 4
JAN	01/01/2021 - 01/31/2021	02/01/2021	1, 2, 3, 4
FEB	02/01/2021 - 02/28/2021	03/01/2021	1, 2, 3, 4
MAR	03/01/2021 - 03/31/2021	04/01/2021	1, 2, 3, 4
APR	04/01/2021 - 04/30/2021	04/30/2021	1, 2, 3, 4
MAY	05/01/2021 - 05/31/2021	06/01/2021	1, 2, 3, 4
JUN	06/01/2021 - 06/30/2021	06/30/2021	1, 2, 3, 4
JUL	07/01/2021 - 07/17/2021	07/30/2021	1, 2, 3, 4

Biweekly Pay Schedule

Deduction split starts 04/22/2021

University Staff, Academic Staff Hourly and Student Hourly

Pay Period	Pay Period Dates	Pay Date	Deduction Groups ¹
DEC B 2020	12/06/2020 - 12/19/2020	12/30/2020	3, 4
JAN A	12/20/2020 - 01/02/2021	01/14/2021	1, 2, 4
JAN B	01/03/2021 - 01/16/2021	01/28/2021	2, 3, 4
JAN C	01/17/2021 - 01/30/2021	02/11/2021	4
FEB A	01/31/2021 - 02/13/2021	02/25/2021	1, 2, 4
FEB B	02/14/2021 - 02/27/2021	03/11/2021	2, 3, 4
MAR A	02/28/2021 - 03/13/2021	03/25/2021	1, 2, 4
MAR B	03/14/2021 - 03/27/2021	04/08/2021	2, 3, 4
APR A	03/28/2021 - 04/10/2021	04/22/2021	1&3 split 2, 4
APR B	04/11/2021 - 04/24/2021	05/06/2021	1&3 split 2, 4
MAY A	04/25/2021 - 05/08/2021	05/20/2021	1&3 split 2, 4
MAY B	05/09/2021 - 05/22/2021	06/03/2021	1&3 split 2, 4
JUN A	05/23/2021 - 06/05/2021	06/17/2021	1&3 split 2, 4
JUN B	06/06/2021 - 06/19/2021	07/01/2021	1&3 split 2, 4
JUL A	06/20/2021 - 07/03/2021	07/15/2021	1&3 split 2, 4
JUL B	07/04/2021 - 07/17/2021	07/29/2021	1&3 split 2, 4

Biweekly Pay Schedule for All UW System Employees

Single Pay Biweekly Pay Schedule starts 07/18/2021

Pay Period	Pay Period Dates	Pay Date	Deduction Groups ¹
JUL C	07/18/2021 - 07/31/2021	08/12/2021	4
AUG A	08/01/2021 - 08/14/2021	08/26/2021	1&3 split 2, 4
AUG B	08/15/2021 - 08/28/2021	09/09/2021	1&3 split 2, 4
SEP A	08/29/2021 - 09/11/2021	09/23/2021	1&3 split 2, 4
SEP B	09/12/2021 - 09/25/2021	10/07/2021	1&3 split 2, 4
OCT A	09/26/2021 - 10/09/2021	10/21/2021	1&3 split 2, 4
OCT B	10/10/2021 - 10/23/2021	11/04/2021	1&3 split 2, 4

Pay Schedules

The Pay Period Begin and End Dates listed in these schedules are **only** for employees paid Monthly (12 pay periods) and Biweekly.

The Pay Period Begin and End Dates for Academic Year employees paid Monthly (9 pay periods) differ for each campus until all employees are paid biweekly.

Academic Payroll Calendars are available at:
<https://uwservice.wisconsin.edu/calendars-schedules/academic-payroll/>

¹ Deduction Groups

Split: Benefit deductions for Group 1 and 3 will be split evenly over the first two biweekly paychecks each month, starting April 22, 2021.

Note: Additional institution specific deductions may also be taken (example: parking).

Group 1 - see pay schedules

State Group Health Insurance
Dental Insurance
Vision Insurance
Individual & Family Life Insurance
UW Employees, Inc. Life Insurance
Accidental Death & Dismemberment Insurance
Accident Insurance
Income Continuation Insurance

Group 2 - see pay schedules

Flexible Spending Accounts, including
commuter benefit enrollments
Health Savings Account

Group 3 - see pay schedules

State Group Life Insurance

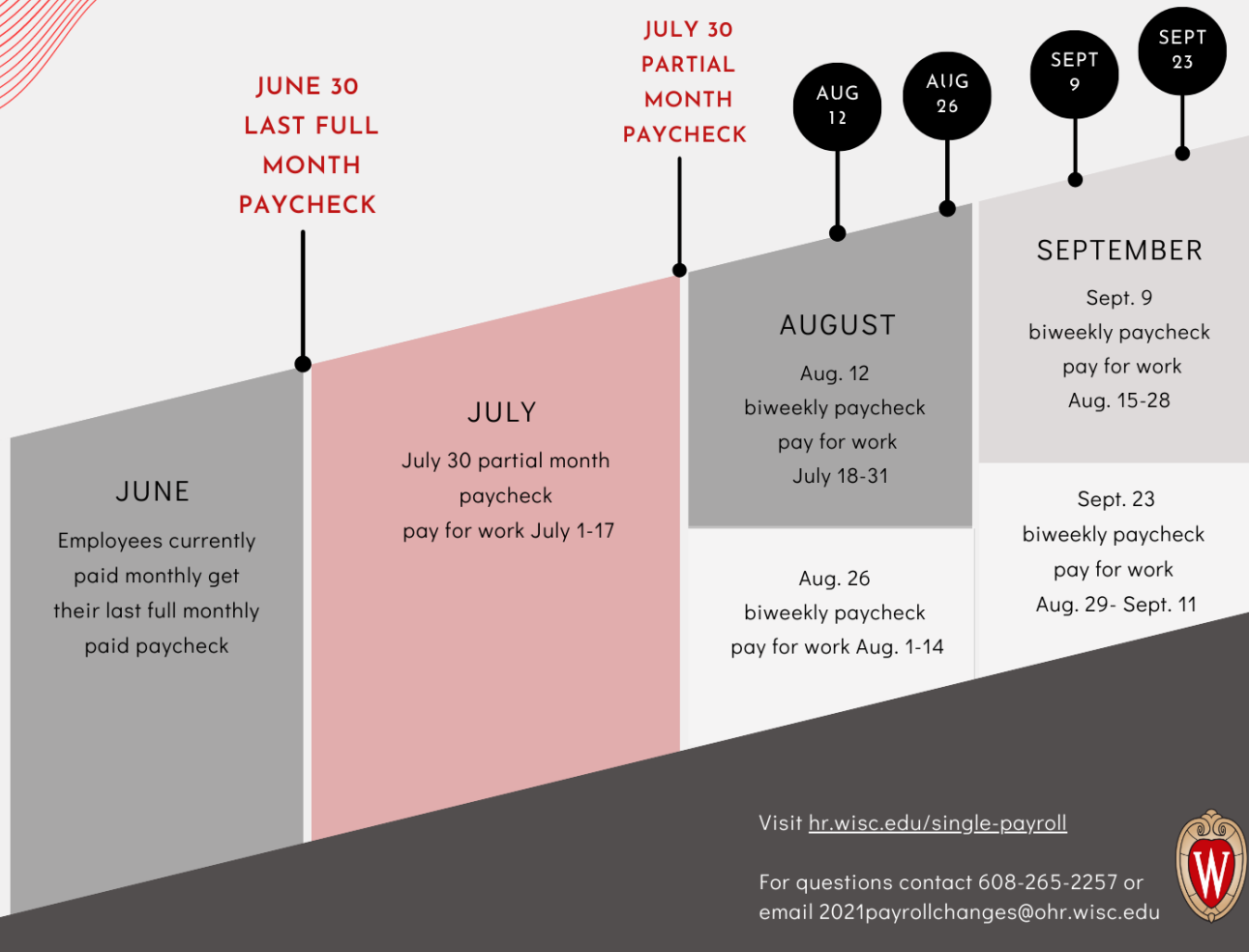
Group 4 - deducted every pay period

Wisconsin Retirement System
Tax Sheltered Annuity 403(b) Program
Wisconsin Deferred Compensation 457 Program

Single Payroll Timeline (12-month)

SINGLE PAYROLL

- Beginning in July, employees who are paid monthly will be moved to a biweekly pay schedule.
- For these employees, most benefits will also be split evenly over the first two biweekly paychecks each month beginning in August.
- Review the [2021 Pay Schedule](#) for the remaining 2021 pay periods and pay dates.



Benefit Deductions/Contributions Transition

- Most benefit deductions (insurances) will be split evenly across two paychecks each month
- Benefits deductions (insurances) are taken from 24 of the 26 paychecks in a calendar year
 - Two paychecks in a calendar year do not have benefits deductions
 - 2/11/2021 was the first of the two biweekly paychecks in 2021 that had no benefits deductions
 - 8/12/2021 is the second of the two biweekly paychecks in 2021 that have no benefits deductions
- Benefits contributions are taken from all 26 paychecks
 - Wisconsin Retirement System (WRS), UW Tax-Sheltered Annuity (TSA) 403(b), and Wisconsin Deferred Compensation (WDC) 457 Program
 - If team members have payroll deductions that are flat dollar amounts, you may want to adjust the amount to deduct over the remaining paychecks of the year

Benefit Deductions Transition – FSA

- Flexible Spending Account (FSA) contributions will automatically recalculate for the remaining pay periods of 2021. **No team member action is needed.**

Benefit Deductions Transition – HSA

- Health Savings Account (HSA) employee contributions will automatically recalculate for the remaining pay periods of 2021. **No team member action is needed.**
- HSA employer contributions will transition to align with the biweekly payroll schedule
 - Team members who are currently paid monthly will receive the HSA employer contribution on your 6/30/2021 paycheck. This payment is for July coverage
 - HSA employer contribution will not be paid on the 7/30/21 or 8/12/21 paychecks
 - The first biweekly HSA employer contribution will be paid on the 8/26/2021 paycheck for the first payment of August coverage
- Team members who elected the HSA for the entire plan year will receive the full \$1,500 for family coverage / \$750 for single coverage in 2021 (team members hired mid-year or who make changes due to a life event receive a pro-rated share of the HSA employer contribution)

How to Prepare/Considerations

Consider Setting Money Aside for

- **A partial monthly paycheck on July 30**
- **The first biweekly paycheck on August 12**

Review Your Personal Finances

Automatic Payments

- For example, mortgage, car payments etc.
- Contact your financial institution to update to update payments for biweekly paychecks.

Direct Deposit

- If you have paychecks deposited into multiple accounts.

Tax Withholdings

- If you take an additional flat amount out for taxes, prepare to adjust the amount to deduct over 26 paychecks.
- Tax withholdings on a biweekly paycheck are smaller than on a monthly paycheck, but total tax deductions ultimately equal the same amount.

Review Your Payroll Contributions

Monthly Deductions Will Be Deducted Biweekly

Wisconsin Deferred
Compensation (WDC)
457 (b)

Tax Sheltered Annuity
(TSA) 403 (b)

Wisconsin Retirement
System (WRS) voluntary
additional contributions

Example: If you currently have \$500 per month deferred to a TSA, with Single Payroll you would contribute \$1,000 in the same monthly time period if no changes are made.

No Action Needed: Most General Deductions

Will be automatically adjusted to split across the biweekly pay schedule.

Charitable Giving

Parking

Garnishments

Take Action

Watch for Communications

- **Office of Human Resources (OHR)**
- **UW System**
- **Your Local HR Contact**

UW System Direct Emails

If you have a TSA, WDC, W-4 or direct deposit that may need review, you should have received an email directly from UW System

Paycheck Estimator

Use the online paycheck estimator in Excel to better understand what your biweekly pay will look like in the future.

Interest-Free, Short-Term Loans

- OHR is working on interest-free, short-term loans for monthly team members who experience the pay gap at the end of July.
- The July 30 check will be only for July 1 through July 17, and the next paycheck for the rest of July will be on August 12.
- Details and communications will be sent to eligible team members within the next 2 weeks.

Reporting Absences

- Absences are reported in the MyUW portal the same as the current process, but should be reported within the bi-weekly pay period as you use them.
- Annual Banked Leave Conversion (formerly ALRA) banking options will continue to open in July. DEM session is June 24.
 - Reminder: Deadline to use FY19 and FY20 vacation carryover has been extended to October 9.
 - Deadline to enter banked leave conversion will now be September 30.
 - Academic & Limited Staff become eligible to bank up to 40 hours beginning with the 10th fiscal year of continuous service (120 months of service).
 - Academic & Limited Staff become eligible to bank up to 80 hours beginning with the 25th fiscal year of continuous service (300 months of service).
 - Note the new “months of service” in your “Absence Balances.”
- Missing Leave email will be sent following the confirmation of each bi-weekly payroll looking back to the previous calendar month
- Sick Leave Reduction will occur following the 10A pay period for any missing leave reports.

New Process for No Leave Taken Reporting

The screenshot shows a web application interface for 'Time'. On the left is a sidebar with navigation links: 'Request Absence', 'No Leave Taken Reporting' (highlighted in green), 'Summer Appt. Leave Reporting', 'Absence Balances', 'View / Edit Requests', 'Cancel Absences', and 'Leave Reports'. The main content area is titled 'No Leave Taken Reporting' and shows 'Employee ID: [REDACTED]'. Below this is a text box explaining the reporting process: 'Select the months in which you took no leave. Months with reported leave or where no leave was previously reported are selected and disabled. Future months are not available for reporting.' and a note for summer jobs. The interface is divided into two sections for the years 2020 and 2021. For 2020, the months are listed with toggle buttons: August (No), September (Submitted at 1:07 PM on 09/11/2020), October (Submitted at 1:07 PM on 09/11/2020), November (No), and December (No). For 2021, the months are listed with toggle buttons: January (No), February (No), March (No), April (No), May (No), June (Submitted at 12:03 PM on 04/27/2021), and July (No). A blue double-bar icon is visible next to the 2021 section header.

Year	Month	Status	Timestamp
2020	August	No	
	September	Submitted	1:07 PM on 09/11/2020
	October	Submitted	1:07 PM on 09/11/2020
	November	No	
	December	No	
2021	January	No	
	February	No	
	March	No	
	April	No	
	May	No	
	June	Submitted	12:03 PM on 04/27/2021
	July	No	

- Using a slider bar, team members select the month they are reporting for rather than selecting a specific date.
- If another leave type for the given month has already been submitted, the No Leave Taken will show submitted.
- If a leave take is cancelled or sent back and there are no other leaves reported for that month, the slider bar will reset back to No.

Note: This screen shot is what a team member would see in July 2021.

Deadlines for Reporting and Approving Leave & No Leave Taken

- **NEW:** Leave (Vacation, Personal Holiday, Sick Leave, etc.) should be reported within the biweekly period in which it is taken.
- No Leave Taken will remain in effect on a monthly basis and should be entered by the 5th of the month for the previous month. (Example: July No Leave Taken should be entered by August 5).
- Biweekly payroll reminders are sent via email to all team members.
- **NEW:** Biweekly Time and Absence approval have early deadlines of Monday at noon, following the biweekly pay period end date.
- Email reminders will be sent to all team members on Thursday or Friday of the biweekly payroll end dates.

Resources



HUMAN RESOURCES

[HOME](#) [PAY](#) [BENEFITS](#) [POLICIES](#) [CONTACT HR](#)

[HOME](#) / [PAY](#) / [SINGLE PAYROLL](#)

SINGLE PAYROLL

Beginning in July 2021, all UW System employees who are paid monthly—including UW–Madison employees—will be moved to a biweekly pay schedule. For these employees, most deductions for benefits such as health, dental, vision and life insurance will be split evenly over the first two biweekly paychecks each month beginning in August.

The term “Single Payroll” refers to the fact that this change standardizes the payroll schedule for all UW System employees.

[Resources](#)

- Employee [Checklist](#)
- Single payroll timelines
- Paycheck [Estimator](#)
- [Updating](#) Direct Deposit, Contribution or Withholdings (TSA or WDC)
- UW Extension resources
 - [Moving to 26 paychecks per year](#)
 - [Checklist for a successful pay schedule shift](#)

Questions, Comments, Curiosities?

