

THE SWITCH TO BIWEEKLY PAY

Learning Series

Moving to 26 paychecks per year rather than twelve

The UW System is changing the payroll process for employees who are paid monthly. When the new schedule is in place, all UW employees will be paid on the same biweekly schedule.

Biweekly paychecks

The term “biweekly” means there are 26 pay periods in a year rather than the 12 monthly pay periods you are used to. In most cases, a biweekly paycheck will be just under half of what a monthly paycheck was.

Your “net” income—also called “take-home pay”—is what you get paid after taxes, insurance premiums, retirement contributions, other withholdings, or voluntary giving are taken out in the payroll office. Not all your biweekly paychecks will be for the same amount because of these different deductions and withholdings. Find more information about deductions at <https://uwservice.wisconsin.edu/single-payroll>

June 30: Your last full monthly paycheck

2021 JUNE						
		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	PAY DAY 30			

If you are currently a 12-month employee paid monthly, your paychecks, from now until June 30, 2021, will still be monthly. Each of those paychecks will be 1/12th of your annual salary.

Your last full monthly check will be issued on June 30. All your paychecks starting in July will be a little less than half of what your monthly paycheck had been.

July 30: A partial paycheck



You’ll notice the switch to the new payroll schedule in July when you get a paycheck on Friday, July 30. This paycheck will cover the time you worked from July 1 through July 17. It takes several days after the pay period ends to process the payroll.

Please note: The paycheck for this new payroll schedule will be around half of what a monthly paycheck used to be. This smaller paycheck may catch some people by surprise when it’s time to pay bills at the beginning of August!

The new biweekly schedule

2021 AUGUST						
1	2	3	4	5	6	7
8	9	10	11	PAY DAY 12	13	14
15	16	17	18	19	20	21
22	23	24	25	PAY DAY 26	27	28
29	30	31				

Your first biweekly paycheck will be issued on Thursday, August 12. Since this paycheck will be on the new pay schedule, this check will be about 1/26th of your annual salary. Pay periods will cover two weeks and paychecks will be issued every other Thursday. Your second biweekly paycheck will arrive on August 26, your third on September 9, and so on.

The annual amount of your take-home pay will stay the same, but when you receive that pay during the year will be different. As you prepare to shift from a monthly paycheck to the biweekly system, be sure to think about how any automatic transfers through your bank or credit union, bill-pay systems, and billing due dates might be impacted by this change in paycheck dates and amounts.

Find a paycheck estimator, payroll calendar, and more at: <https://uwservice.wisconsin.edu/single-payroll>