

Moving from monthly to biweekly pay frequency can be challenging when planning for bigger bills like rent, mortgage or tax bills. Here are some strategies to consider.



Steps to create a bill payment calendar

1. Note all the dates of your new pay schedule. Use this calendar: [2021 Pay Schedule](#).
2. Use a monthly calendar to show when your larger bills, such as rent/mortgage, are due. Try [this one](#), a paper version, or use reminders on your phone. Bill payment calendars are *perfect* for tracking when you've paid bills too. Use a highlighter or sticker to cross out bills that have been paid.
3. Once you have created a bill payment calendar, you can write your first biweekly budget. [Here's an example](#) of one you could use.
4. Gather all the bills you pay each month. Next, gather those bills you may pay every couple of months, like car insurance. Add all these bills and due dates to your calendar for the coming months.
5. In the coming months, set aside half of the payment of larger bills each pay period.
 - Example: mortgage/rent is \$800 due on the 1st of the month. Out of each check you will set aside \$400 to cover upcoming payments.
6. Consider contacting your creditors or service providers and asking them to change the due dates of certain bills.



Tip: Pay ahead when possible

- Some creditors will let you pay ahead one month so when the change in pay frequency starts, you won't have to juggle all your bills out of your new split paychecks.
- Start today and save up one month's rent/mortgage payments so you can have a cushion to pay one month ahead of time.



Positives of biweekly pay

- More frequent paychecks mean you won't have to wait until the first of the month to cover your bills.
- Creates an opportunity to budget the payment of bills and other day-to-day expenses.

Resources:

[Staying Organized – Money Matters \(wisc.edu\)](#) fyi.extension.wisc.edu/moneymatters/staying-organized/
[Make a Spending Plan – Money Matters \(wisc.edu\)](#) fyi.extension.wisc.edu/moneymatters/budgeting