

Change Contributions and Withholdings

Why This Information is Important:

Under the new biweekly payroll schedule, most benefits deductions (insurances) will be split evenly across two pay periods each month. In months when there are three pay periods (two times per calendar year), benefits deductions will not be taken from the third pay period. These adjustments will be made automatically; no action on your part is required.

Deductions for direct deposit into multiple accounts, contributions, or withholdings will be taken from all 26 biweekly paychecks per year. These include:

- UW Tax-Sheltered Annuity (TSA) 403(b) Program
- Wisconsin Deferred Compensation (WDC) 457 Program
- Wisconsin Retirement System (WRS) additional contributions
- Additional tax withholding
- Deposits into multiple accounts, EdVest/529 Plan

If you currently have any of these set up as flat dollar amounts, you will want to adjust the amount that is deducted under the new biweekly payroll schedule so that you do not end up with more money deducted than you intended.

How to Use Contributions and Withholdings Chart:

This chart identifies the paycheck date and the dates to make direct deposit, contribution, and withholding changes based on your institution. Use this as you prepare for the transition from the monthly schedule to the biweekly payroll schedule. Any changes made outside of these dates would affect other paychecks. You are not required to make any changes.

Change Additional Tax Withholdings			
Paycheck Date that change will be effective	Earliest day to request change	Last day to request change	Additional Information
July 30, 2021 (partial month check for July 1-July 17)	June 18, 2021	July 14, 2021	Change Federal and/or State W4 (Tipsheet) (Video)
August 12, 2021 (first biweekly check for July 18-July 31)	July 16, 2021	August 4, 2021	Change Federal and/or State W4 (Tipsheet) (Video)

Change Tax Sheltered Annuity (TSA) 403 (b) and Wisconsin Retirement System (WRS) Voluntary Additional Contributions

Paycheck Date that change will be effective	Earliest day to request change	Last day to request change	Additional Information
July 30, 2021 (partial month check for July 1-July 17)	June 18, 2021	July 14, 2021	View/Edit Benefits Saving Summary (Tipsheet) (Video)
August 12, 2021 (first biweekly check for July 18-July 31)	July 16, 2021	August 4, 2021	View/Edit Benefits Saving Summary (Tipsheet) (Video)

Change Wisconsin Deferred Comp (WDC) 457 Contributions

Paycheck Date that change will be effective	Earliest day to request change	Last day to request change	Additional Information
July 30, 2021 (partial month check for July 1-July 17)	May 12, 2021	June 30, 2021	Instructions to change online or Contact WDC/Empower at www.wdc457.org or 877-457-9327
August 12, 2021 (first biweekly check for July 18-July 31)	June 15, 2021	July 23, 2021	Instructions to change online or Contact WDC/Empower at www.wdc457.org or 877-457-9327

Change Direct Deposit (including EdVest)

(UW-Eau Claire, UW-Green Bay, UW-La Crosse, UW-Madison, UW-Oshkosh, UW-Parkside, UW-Platteville, UW-River Falls, UW-Stevens Point, UW-Stout, UW-Superior, UW-Whitewater, UW System Admin)

Paycheck Date that change will be effective	Earliest day to request change	Last day to request change	Additional Information
July 30, 2021 (partial month check for July 1-July 17)	June 18, 2021	July 14, 2021	Change Your Direct Deposit (Tipsheet) (Video)
August 12, 2021 (first biweekly check for July 18-July 31)	July 16, 2021	August 4, 2021	Change Your Direct Deposit (Tipsheet) (Video)

**Change Direct Deposit (including EdVest)
(UW-Milwaukee and UW-Whitewater ONLY)**

Paycheck Date that change will be effective	Earliest day to request change	Last day to request change	Additional Information
July 30, 2021 (partial month check for July 1-July 17)	May 1, 2021	July 13, 2021	Complete the Direct Deposit form and submit it to your campus payroll office.
August 12, 2021 (first biweekly check for July 18-July 31)	May 1, 2021	August 3, 2021	Complete the Direct Deposit form and submit it to your campus payroll office.