



September 14, 2016

«First\_Name» «Last\_Name»

ADP# «Empl\_ID»

«Division»

«Department\_Name»

Dear «First\_Name»:

It is important that we provide you with clear information about a significant change in how and when you will be paid.

Starting November 1, 2016, you will begin receiving your paycheck once every two weeks instead of once a month. You must also begin recording your hours – both the hours you work and the hours for time you take off on a weekly basis.

**Why you will be paid bi-weekly and must record your time:**

In May, the U.S. Department of Labor revised the definition of employees who must be compensated for hours worked above 40 per week. Based on the new rules set by the U.S. Federal Government under the Fair Labor Standards Act (FLSA), your current pay rate and your job duties require that you be eligible for overtime compensation and be paid bi-weekly (every other week). Along with you, there are nearly 9,000 employees in the University System of Georgia who must go through this change.

**To support your transition:**

You will need to take a few key steps before November 1, 2016. You will receive a detailed letter and guidebook about the steps you will need to take. Your manager will share this information with you later this month.

**What the switch to bi-weekly pay means to your paycheck:**

While your pay will be recorded hourly, your annual compensation will not change unless you earn overtime. With bi-weekly pay, you will receive 26 paychecks in a calendar year instead of the 12 monthly paychecks you are currently receiving. If you do not accrue any overtime over the course of the year, those 26 paychecks add up to the same amount as the 12 previous monthly pay installments.

**The timing and change to bi-weekly pay:**

You will receive a paycheck on October 31 for the full month of October, just as you normally would. This will pay you for work performed during the period of October 1 through October 31. This will be your last monthly paycheck.

Your hourly, bi-weekly pay will begin on November 1, 2016. Your first bi-weekly pay date is November 10, 2016. On the November 10 pay date, you will receive pay for the hours you worked for November 1 through November 4. The next pay date on November 23, 2016, will be for the full two-week period of November 5 through November 18.

It is important to highlight that the pay for the time you work from November 18 - 30 will be paid to you on your December 9 paycheck. This means you will have a lag in pay worth one week of work time in November (due to the new bi-weekly pay schedule).

**Why the bi-weekly pay schedule creates a lag time between your pay period and when you receive your paycheck:**

Because you are now eligible to earn overtime, there is a lag between the end of the bi-weekly pay period and receiving the paycheck so that all the hours worked can be calculated properly, approved by your manager and then processed and paid through the payroll system. The U.S. Federal government is specific about this requirement to ensure overtime is reported and paid as required by the law.

**Support for you and your family during this payment transition:**

The University System has been developing ways to help support you with the transition to bi-weekly pay and the impending lag in payment that will occur because of this change. The University System will offer employees the ability to “cash out” up to 48 hours of their accrued vacation leave. Your manager will share more information about this option later this month.

**What is not changing:**

As you learn more about what is changing for you, it is important to understand what is not changing: your role, your duties and your manager remain the same. Likewise, your career opportunities and your value to The University of West Georgia are not affected.

Please know we are committed to making this transition as straightforward and the least disruptive as possible. We encourage you to review your guide and talk to your manager about what is happening. The University System has a dedicated webpage at [www.usg.edu](http://www.usg.edu) with more information, which will be updated regularly. If you have a question not covered by the Frequently Asked Questions page, please let your manager know so that we can address it.

Thank you again for your service and commitment to The University of West Georgia and the University System of Georgia. We will continue providing updates and additional details over the coming weeks.

Regards,

Juanita Hicks, PHR  
Associate Vice President of Human Resources  
Office of Human Resources  
University of West Georgia