

Office Support and Technical Staff



Pay cycle shifting to bi-weekly beginning August 21, 2020

As part of the payroll simplification and consolidation project, beginning in August we are shifting the pay cycles. If you are Office Support and Technical staff and paid each week (for work performed that week), starting August 21, you will be paid bi-weekly in arrears for work from the prior two-week pay period.

At this time, you are paid every Friday for the current seven-day pay period beginning on Sunday and ending on Saturday. For example, your July 31 paycheck will be for hours worked and paid time off from Sunday, July 26 through Saturday, August 1, as well as any overtime earned in the previous pay period of Sunday, July 19 through Saturday July 25.

CURRENT PAY CYCLE (until July 31)

JULY / AUGUST						
Su	Mo	Tu	We	Th	Fr	Sa
Days worked					Paycheck	
26	27	28	29	30	31	AUG. 1

Beginning with your August 21 paycheck, you will be paid every other Friday for work completed during the prior two-week pay period beginning on Sunday and ending on Saturday. For example, your August 21 paycheck will be for hours worked (including overtime and paid time off) from Sunday, August 2 through Saturday, August 15.

NEW PAY CYCLE (starting August 21)

AUGUST						
Su	Mo	Tu	We	Th	Fr	Sa
Days worked						
2	3	4	5	6	7	8
Days worked						
9	10	11	12	13	14	15
16	17	18	19	20	Paycheck	22



Prepare for the transition

Because of the transition to a bi-weekly pay cycle, on August 7 and 14, you will not receive a paycheck. Northeastern understands that this shift may require some advance planning for you and your family; we are committed to providing support as you prepare for this transition.

Off-cycle wages

So that you do not lose a week of pay this current year and to ease the transition to the new pay cycle, you will receive one week's wages, minus your standard deductions, on August 7. Receiving these off-cycle wages allows you to plan for two, rather than three, weeks before the new pay schedule begins.

Here are a couple of ways that you can prepare for the transition to the new pay cycle:

1. Save in advance of August 14

In advance of August 14, you can elect to set aside a fixed amount each week that you can use to meet your financial needs during the week of August 14.

2. Request a transition support loan

Northeastern is offering a one-time-only, interest-free transition support loan. If you would like to take advantage of this option, you must submit your request by Friday, June 26. The loan amount will be paid to you on Friday, August 7.

How much can I borrow?

- If your net weekly pay is usually between \$400 and \$1,000, you may take out a \$750 loan, which will be repaid in eight equal payments of \$93.75, automatically deducted from your August 21, September 4, September 18, October 2, October 16, October 30, November 13, and November 27 paychecks.
- If your net weekly pay is usually above \$1,000, you may take out a \$1,500 loan, which will be repaid in eight equal payments of \$187.50, automatically deducted from your August 21, September 4, September 18, October 2, October 16, October 30, November 13, and November 27 paychecks.

To learn more about the transition support loan, please visit the dedicated payroll simplification and consolidation website at northeastern.edu/hrm/paycycle.

The screenshot shows the Northeastern Human Resources Management website. The header includes the Northeastern logo and navigation links: ABOUT, CAREERS, RESOURCES & FORMS, CONTACT US, and BENEFITS. A search bar is also present. The main content area features a banner titled 'Northeastern University's Pay Cycle is Shifting'. Below this, a section titled 'Office Support and Technical Staff: Pay Cycle Shifts' provides information about the transition starting August 21. A video player titled 'Pay Cycle Shifts for Office Support and Technical Staff' is embedded. At the bottom, a section titled 'Have questions about this transition?' lists links to read the brochure, view bi-weekly pay dates, access loan election forms, review answers to FAQs, and call HR's Customer Service Center at 617.373.2230.



When it comes to benefit deductions, we've got you covered.

All payroll deductions that are used to pay for benefits sponsored by Northeastern will be adjusted automatically; no action is required of you. Examples include premiums for medical, dental, vision, legal, and supplemental life insurance plans; reimbursement accounts; Marino membership fees; commuter passes; and parking.



Payroll dates

JUNE/JULY 2020						
Su	Mo	Tu	We	Th	Fr	Sa
					Paycheck 26	
21	22	23	24	25		
					Paycheck	
28	29	30	JULY 1	2	3	4
					Paycheck	
5	6	7	8	9	10	11
					Paycheck	
12	13	14	15	16	17	18
					Paycheck	
19	20	21	22	23	24	25
					Paycheck 31	
26	27	28	29	30		



June 26

Deadline to elect the interest-free transition support loan of \$750 or \$1,500



July 31

You will receive your final weekly paycheck, which will cover the pay period of Sunday, July 26 through Saturday, August 1, including paid time off and overtime earned in the prior pay period, July 19 through July 25

AUGUST 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
					Paycheck 21	
16	17	18	19	20		22
23	24	25	26	27	28	29
30	31					



August 7

Off-cycle wages, as well as any overtime earned the week of July 26 through August 1, will be distributed to your account via direct deposit



Transition support loan (if elected by June 26) will be distributed to your account via direct deposit



August 21

You will receive your first bi-weekly paycheck, which will cover the two-week period of Sunday, August 2 through Saturday, August 15 (including earned overtime and paid time off)



Pay dates

2020

- April 3, 10, 17, 24
- May 1, 8, 15, 22, 29
- June 5, 12, 19, 26
- July 3, 10, 17, 24
- **July 31—final weekly paycheck**

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- August 7: Off-cycle wages

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- **August 21—first bi-weekly paycheck**

- September 4, 18
- October 2, 16, 30
- November 13, 27
- December 11, 24

(Friday, December 25 is a bank holiday)

2021

- January 8, 22
- February 5, 19
- March 5, 19
- April 2, 16, 30*
- May 14, 28
- June 11, 25
- July 9, 23
- August 6, 20
- September 3, 17
- October 1, 15, 29*
- November 12, 26
- December 10, 24

* Please note: Beginning in 2021, in the months in which you receive three paychecks, your third paycheck may be larger than the first two checks. This is because many flat-rate deductions (i.e. medical, dental, and vision premiums, and reimbursement account contributions) will *only* be deducted from the first two paychecks of each month. Only deductions that are based on a *percentage* of your overall compensation (for example, retirement fund contributions or garnishments) will be taken from each paycheck.



Things to consider

As a result of the pay cycle shift, you may want to consider making some adjustments. Here are some quick tips to help you plan.

☐ Examine your direct deposit amounts

If you have direct deposits set up, you should consider whether you should adjust any flat-dollar allocations. In some cases, you might decide to change the amount of your deposits to contribute the same amount.

Example: Let's say you are depositing \$100 per paycheck into a savings account and the rest of your check into a checking account (for a total of \$400/month into savings). Starting August 21—when you will be paid bi-weekly, instead of weekly—you will need to adjust the deposit amount to \$200/paycheck to maintain the same monthly savings amount. Please note: For months when you are paid three times (October in 2020 as well as October and April in 2021) you may wish to make additional adjustments.

If you need to make a change, simply download the Direct Deposit Authorization Form located in the **HRM Benefits and Services** section of **myNortheastern**.

☐ Review your automatic bill payments

If you have set up bills to be paid automatically from a bank account, we encourage you to review your payment dates to make sure they take into consideration your new bi-weekly pay cycle and make any necessary changes.

☐ Consider tax withholdings

In light of the shift to your pay frequency, we encourage you to consult with your tax advisor in case you wish to change your federal withholding levels. If you need to make an adjustment, you can do so online in the **Employee Self-Service** section of **myNortheastern**.



Dates to remember

✓ June 26:

Last day to request the interest-free transition support loan. Get started by visiting the dedicated website at northeastern.edu/hrm/paycycle.

✓ July 31:

Your final weekly paycheck. Your check will cover the pay period of Sunday, July 26 through Saturday, August 1, including paid time off and overtime earned in the prior pay period, July 19 through July 25.

✓ August 7:

Off-cycle wages will be distributed to your account via direct deposit. The check will also include any overtime earned the week of July 26 through August 1.

✓ If you elected to receive a transition support loan, it will be distributed to your account via direct deposit.

✓ August 21:

Your first bi-weekly paycheck. Your August 21 paycheck will be for the hours worked (including overtime and paid time off) from Sunday, August 2 through Saturday, August 15. If you elected to receive the transition support loan, the first of eight repayments will be deducted from this check.



Make the choices that are right for you

Your HR Business Partners will schedule information sessions to review the new payroll cycles and answers any questions you may have. You may also contact them directly. In addition, you may contact the HR Customer Service Center at **617.373.2230** or email HRMInfo@northeastern.edu and include “payroll” in the subject line.