

Office Support and Technical Staff | Answers to FAQs

During this time of uncertainty, Northeastern Human Resources Management is committed to supporting you and our university by providing the resources and support needed to maintain business continuity. That is why we are proceeding with our long-planned shift in pay cycles – a necessary step in adopting systems that can sustain current and future growth.

To simplify the payroll process, we have taken necessary steps toward maintaining standard pay cycles during holidays, standardizing overtime pay, and aligning job changes with the start of a workweek. As the next step in the process, we are consolidating payroll cycles – moving from 140 annual payrolls, which we run today, to 50 payroll cycles, beginning September 1, 2020.

While now may not seem like the ideal time to implement this shift, we want to assure you that we've carefully considered every aspect of this transition and are providing help at every turn. From online videos to these answers to frequently asked questions to HR Business Partner and Key Contact support, we've made it easy for you to get the information you need.

What is happening to the Office Support and Technical Staff pay cycle?

Beginning August 21, 2020, all staff who are currently paid on a weekly pay cycle will be paid on a bi-weekly in arrears pay cycle (every other Friday).

What is a “bi-weekly in arrears” pay cycle?

In a bi-weekly in arrears pay cycle, individuals are paid every other Friday for work completed during the two-week pay period that begins on a Sunday and ends on a Saturday. For example, August 21 paychecks will be for hours worked (including overtime and paid time off) from Sunday, August 2 to Saturday, August 15.

If I'm affected by this pay cycle shift, when will I receive my last weekly paycheck?

Office Support and Technical Staff will receive their last weekly paycheck on Friday, July 31, for hours worked and paid time off taken from Sunday, July 26 to Saturday, August 1, as well as any overtime earned in the previous pay period from Sunday, July 19 to Saturday, July 25.

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	21	22
					Paycheck	

What are off-cycle wages?

So that Office Support and Technical Staff receive 52 weeks of pay in 2020, and to ease the transition to the new pay cycle, you will receive off-cycle wages on Friday, August 7. The off-cycle wages will equal one week of pay, including your standard deductions and any overtime, earned the week of Sunday, July 26 – Saturday, August 1. Receiving these off-cycle wages allows you to plan for two weeks (August 7 – August 21) rather than three weeks (July 31 – August 21) before you receive your first bi-weekly paycheck on August 21.

How will Northeastern help affected staff prepare for the pay cycle transition?

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.

What are the savings options?

Individuals can decide to set aside a specific amount each week to cover their expenses between August 7 and August 21.

How do I obtain an interest-free 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 June 26. The loan amount will be paid to you on Friday, August 7.

- 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 over \$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**.

Can paid time off be “cashed out” to help with the transition?

No, paid time off cannot be cashed out to support the transition.

Additional Considerations for All



Will I need to make changes to my 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 that you are currently paid weekly and deposit \$100 per paycheck into a savings account – for a total of \$400 per month into savings. Starting August 21 – when you will be paid biweekly instead of weekly – you will need to adjust the deposit amount to \$200 per paycheck to maintain the same monthly savings amount. Please note: For months in which you are paid three times (October 2020, October 2021, and April 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**.



How will the new pay cycle affect automatic bill payments?

If you have set up bills to be paid automatically from a bank account, we encourage you to review your pay dates to ensure that they coordinate with your new bi-weekly pay cycle and to make changes as needed.



Are there any tax considerations?

In light of this 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 by visiting the **Employee Self-Service** section of **myNortheastern**.



Will the Time Tracking schedule change?

There will be no changes to Time Tracking. All requirements and deadlines remain the same.

Have questions?

Please visit the dedicated website at northeastern.edu/hrm/paycycle, call HR's Customer Service Center at **617.373.2230**, or email HRMInfo@northeastern.edu and include "payroll" in the subject line.

