ALL ACADEMICS AND STAFF (excluding UCSD Medical Center)

SUBJECT: Biweekly Payroll Conversion

In coordination with UCOP Human Resources and as an element of the UCPath Initiative, which is among the highest priorities for UC as part of the “Working Smarter” Initiative, UCSD will transition the pay cycle for non-exempt employees currently paid on a monthly cycle to a biweekly schedule. A non-exempt employee is generally defined as qualifying for overtime and/or compensatory time off.

The biweekly pay cycle is specifically designed to track hours worked and overtime for non-exempt employees, and is more accurate as it is based on actual hours worked. Overtime payments are more timely, and vacation and sick leave balances are current.

UCSD will convert monthly paid non-exempt employees to the bi-weekly pay cycle effective January 20, 2013. For non-exempt employees, the last monthly payday will be February 1, 2013, and the first bi-weekly payday will be February 13, 2013.

The scheduled pay cycle change will affect all non-exempt policy-covered (non-represented) and exclusively represented employees who are currently on a monthly pay cycle. For exclusively represented employees, unions have been notified of the proposed changes, which are subject to requirements of the Higher Education Employer-Employee Relations Act (HEERA).

Academic appointees and exempt staff will remain on the monthly pay schedule. Additionally, UCSD Medical Center employees are already paid on a biweekly schedule and will remain on that schedule.

More detailed information is available to you and is located at http://blink.ucsd.edu/sponsor/ucpath/related-projects/bw-conversion.html

Included on this website is information about new pay schedules, Payroll calendar for 2013, benefit deduction schedule, and Frequently Asked Questions (FAQs). Instructions for PPS preparers and Timekeepers, the Transition Assistance Program (TAP) and other plans will be posted soon.

If you have additional questions, please contact the Payroll Office at payrollquestion@ucsd.edu.

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