

TRANSITION TIMELINE FOR STAFF

(This applies to staff moving from the semi-monthly payroll to the bi-weekly payroll)

Monday, October 24, 2016	Loan election forms are due in the HR office by 4:00 pm
Week of October 24, 2016	Web Time Entry (WTE) tutorials will become available through HR website
Saturday, October 29, 2016	Last day on the semi-monthly payroll
Sunday, October 30, 2016	First day on the bi-weekly payroll
Monday, October 31, 2016	Final paycheck on the semi-monthly payroll (which will include pay from Sunday, October 16 through Saturday, October 29)
	Submit adjustments to October PTO balances to supervisors by noon, if needed
Friday, November 4, 2016	Loan paperwork (promissory note and direct deposit authorization) due in HR from affected staff by noon
Monday, November 14, 2016	First Web Time Entry (WTE) submission deadline (11 am). This will include time worked from Sunday, October 30 through Saturday, November 12.
Tuesday, November 15, 2016	Loan checks, if elected, will be paid via direct deposit
Wednesday, November 16, 2016	PTO balance available to view through WTE
Friday, November 18, 2016	First full paycheck on the bi-weekly payroll
Friday, December 2, 2016	First loan repayment to be deducted from paycheck
Friday, May 5, 2017	Final loan repayment to be deducted from paycheck (loan to be repaid over 12 pay periods)