

# Important Dates and Information for Payroll

for **C-Basis** Academic Staff switching from Monthly paychecks to Biweekly paychecks due to the new FLSA rules

**1/02/2020 is the last full Monthly Paycheck you will receive.** This paycheck will include earnings for: 11/19/19 to 12/18/19.

- This check includes your normal full month's earnings. Your January benefits deductions will be processed on this payroll.

**Any changes to your W4, direct deposit or general deductions are due 1/3/2020 for your 1/16/2020 paycheck.**

Your **first Biweekly Paycheck** will be issued on **1/16/2020**. This paycheck is a **partial biweekly pay period** since the effective date of your change to biweekly (1/1/20) falls within a biweekly pay period. This check will include earnings for: 1/1/20 - 1/4/20.

Below are **deductions** for benefits (if enrolled) that you would expect to see from your **January "A" payroll** (1/16/2020). Since this check will be very small you must choose to either prepay on the 01/02/2020 monthly check or defer your deductions until your February "C" paycheck (03/12/2020). If you choose to prepay you must notify your HR representative by **12/13/2019**. These deductions will cover February premiums:

- State Group Health Insurance
- Income Continuation Insurance (*December Premium*)
- VSP Vision Insurance
- Supplemental Dental
- Preventative Dental (No Health)
- Individual & Family Group Term Life Insurance
- UW Employees, Inc. Life Insurance
- AD&D Life Insurance
- Accident Insurance
- Health Saving Account
- Flexible Spending Account
- 403(b) and 457(b)
- Wisconsin Retirement System
- Parking

Your **second Biweekly Paycheck** will be issued on **1/30/20**. This is considered to be the January "B" payroll. This check will include earnings for 1/5/2020 – 1/18/2020 Deductions you may see on the "B" payroll (if enrolled):

- State Group Life Insurance
- Health Saving Account
- Flexible Spending Account
- Wisconsin Retirement System
- 403 (b) and 457(b)
- Parking

**1/31/2020 is the last partial Monthly Paycheck you will receive.** This paycheck will include earnings for: 12/19/19 to 12/31/19.

Your **third Biweekly Paycheck** will be issued **2/13/2020**, this is the February "A" payroll and you should expect to see your "A" payroll benefit deductions again. This check will include the earnings for 1/19/2020 -2/1/2020

**Transportation and other general deductions** may be affected by this change. Please reference the FLSA Rule Changes Document for details and action required. Contact [payroll@ohr.wisc.edu](mailto:payroll@ohr.wisc.edu) with questions.

## JANUARY 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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