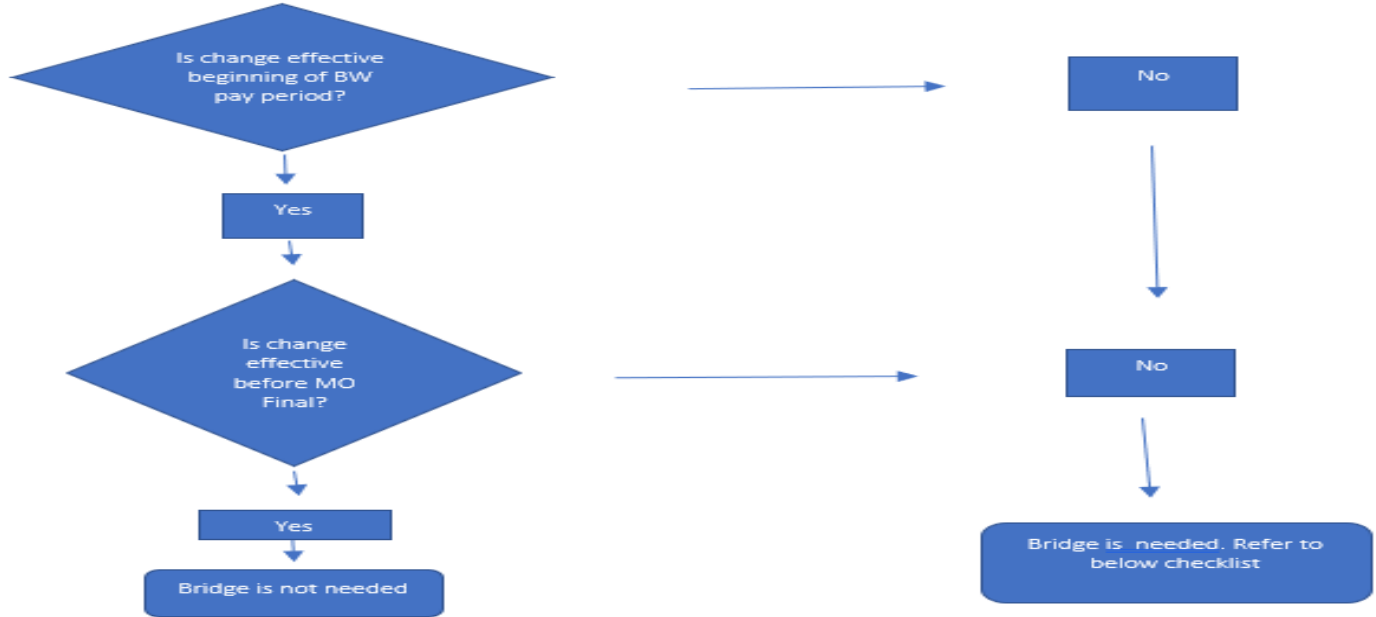


**Flow Chart for Biweekly to Monthly**



**Checklist for Biweekly to Monthly** (Please continue to third page for **Monthly to Biweekly** check list)

**Complete**

Review the above chart to determine if a payroll bridge is needed. If a payroll bridge is necessary, then please email appropriate [Compensation Processor](#) to request. Note: There will be two actions. Template email:

We have hired \_\_\_\_\_ from a bi-weekly position, who will be transitioning into an exempt monthly position.

Start Date: \_\_\_\_\_

Person ID: \_\_\_\_\_

Name: \_\_\_\_\_

Position Number: \_\_\_\_\_

FTE: \_\_\_\_\_

Pay Rate: \_\_\_\_\_

Can you please process the "bridge" in PA40, and let me know once done, and I can then process the ZPARS. Thank you.

After Compensation processes the **actions**, please submit ZPARs to [agbusinesscenter@uky.edu](mailto:agbusinesscenter@uky.edu) with approved hiring proposal.

In PA30, change the mail code and county of employment (if applicable) on the 0006-address screen, permanent address section.

Send an email to Benefits and Payroll Services to request to update any necessary benefits/payroll deductions from BW to MO. Template email:

Employee Name, Employee Person ID, will be transitioned from a biweekly to a monthly payroll area on \_\_\_\_\_ (exempt biweekly bridge action entered for the period of \_\_\_\_\_ to \_\_\_\_\_). Please make appropriate adjustments to benefits and parking deductions as needed.

Send an email to the employee to explain the details of their payroll transition. Template email:

*When an employee moves from a biweekly payroll cycle to a monthly payroll cycle, the transition period can be a little tricky.*

*You should continue to enter your working hours until \_\_\_\_\_.*

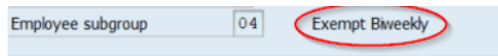
*For the period of \_\_\_\_\_ to \_\_\_\_\_, you will receive the prorated payment (at the new rate) on \_\_\_\_\_ (along with your hourly pay from the week of \_\_\_\_\_).*

*Effective \_\_\_\_\_ to \_\_\_\_\_, you will receive a prorated monthly payment on \_\_\_\_\_. After that, each monthly payment will occur on the last business day of each month.*

*You do not need to enter working hours for your monthly position. You will only be recording leave requests for your monthly position. I encourage you to monitor your next several pay stubs very carefully. The \_\_\_\_\_ pay stub will be available to preview, via the myUK Employee Self Service <<https://myuk.uky.edu/iri/portal>> portal as early as \_\_\_\_\_.*

*I have notified HR to correct your \_\_\_\_\_ holiday leave from 7.5 hours to 8 hours, and I have notified Benefits and Payroll to make any adjustments to benefits and parking, as needed.*

In PA20 review the 0 Actions Screen. If Compensation did the BW to MO Change as Exempt Biweekly the employee **does not** need to enter any hours.



Employee subgroup 04 Exempt Biweekly

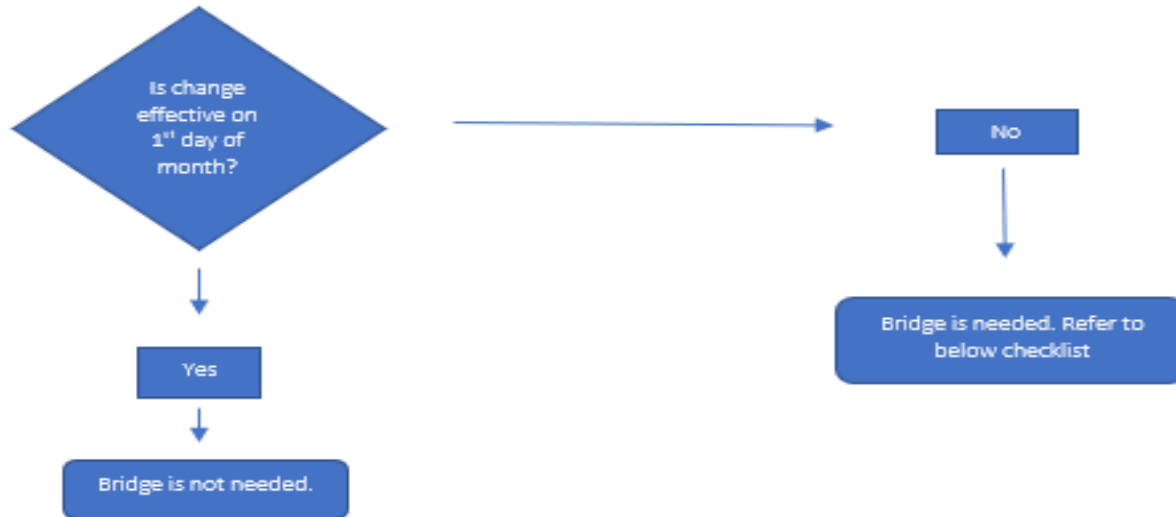
However, if a portion of the BW pay period that is **not** included in the exempt Biweekly bridge, then the employee needs to enter their time as normal for that period.

For regular staff - submit an [SAP Work Order Request Form – Leave Adjustment](#) if holiday and/or leave hours need to be added or adjusted for employees moving from a 37.5 hour biweekly position to a salaried 40 hour monthly position and/or moving from temporary to regular.

Monitor remuneration statement prior to the final payroll deadline to ensure pay is correct.

**<Continue to next page for monthly to biweekly transition specifics>**

**Flow Chart for Monthly to Biweekly**



**Checklist for Monthly to Biweekly**

**Complete**

Review the above chart to determine if a payroll bridge is needed. If a payroll bridge is necessary, then please email appropriate [Compensation Processor](#) to request. Note: There will be two actions. Template email:

*We have hired \_\_\_\_\_ from a monthly position, who will be transitioning into a bi-weekly position.*

Start Date: \_\_\_\_\_  
 Person ID: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Position Number: \_\_\_\_\_  
 FTE: \_\_\_\_\_  
 Pay Rate: \_\_\_\_\_

*Can you please process the "bridge" in PA40, and let me know once done, and I can then process the ZPARS.*

*Thank you.*

After Compensation processes the actions, please submit ZPARs to [agbusinesscenter@uky.edu](mailto:agbusinesscenter@uky.edu) along with any necessary backup documentation (ex. Approved Hiring Proposal)

In PA30, change the mail code and county of employment (if applicable) on the 0006-address screen, permanent address section.

Send an email to Benefits and Payroll Services to request to update any necessary benefits/payroll deductions from BW to MO. Template email:

*Employee Name, Employee Person ID, will be transitioned from a monthly to a bi-weekly payroll area on \_\_\_\_\_ (monthly hourly bridge action entered for the period of \_\_\_\_\_ to \_\_\_\_\_). Please make appropriate adjustments to benefits and parking deductions as needed.*

Send an email to the employee to explain the details of their payroll transition. Template email:

*When an employee moves from a monthly payroll cycle to a bi-weekly payroll cycle, the transition period can be a little tricky.*

For the period of \_\_\_\_\_ to \_\_\_\_\_, you will receive the prorated payment (at the new rate) on \_\_\_\_\_. You will then begin to receive your payment bi-weekly thereafter.

You will be responsible for entering your working time and leave requests. Information for entering work hours/leave requests in Employee Self Service can be found [here](#). I encourage you to monitor your next several pay stubs.

I have notified HR to correct your \_\_\_\_\_ holiday leave from 8 hours to 7.5 hours, and I have notified Benefits and Payroll to make any adjustments to benefits and parking, as needed.

In PA20 review the 0 Actions Screen. If Compensation processed the MO to BW Change in status as a **Non-Exempt Monthly**, then you will need to enter the employees work time and any leave hours on screen 2010 in PA30 prior the Monthly Final.

Example Hourly Screen shot examples:

The screenshot shows the SAP PA30 'Remuneration info' screen for an hourly employee. The date is 02/06/2023. The wage type is 3000. The number of hours is 16.00. The amount is blank. The currency is USD. Annotations include: 'Add effective date' pointing to the date field; 'Wage Type 3000 should be used' pointing to the wage type field; and 'Enter the number of hours, the employee is working during the non-exempt bridge period.' pointing to the number of hours field.

Example Biweekly Exempt (TA/GA/RA)

The screenshot shows the SAP PA30 'Remuneration info' screen for a biweekly exempt employee. The date is 02/06/2023. The wage type is 3000. The number of hours is blank. The amount is 384.60. The currency is USD. Annotations include: 'Enter effective date.' pointing to the date field; 'Use 3000 as the Wage Type.' pointing to the wage type field; and 'Enter Amount due employee, for the non-exempt bridge period.' pointing to the amount field.

For regular staff - Submit an [SAP Work Order Request Form – Leave Adjustment](#) if holiday and or leave hours need to be added or adjusted for employees moving from a salaried 40 hour monthly position to a 37.5 hour biweekly position, and/or moving from temporary to regular.

Monitor employee's remuneration statements prior to the final payroll deadline to ensure pay is correct.