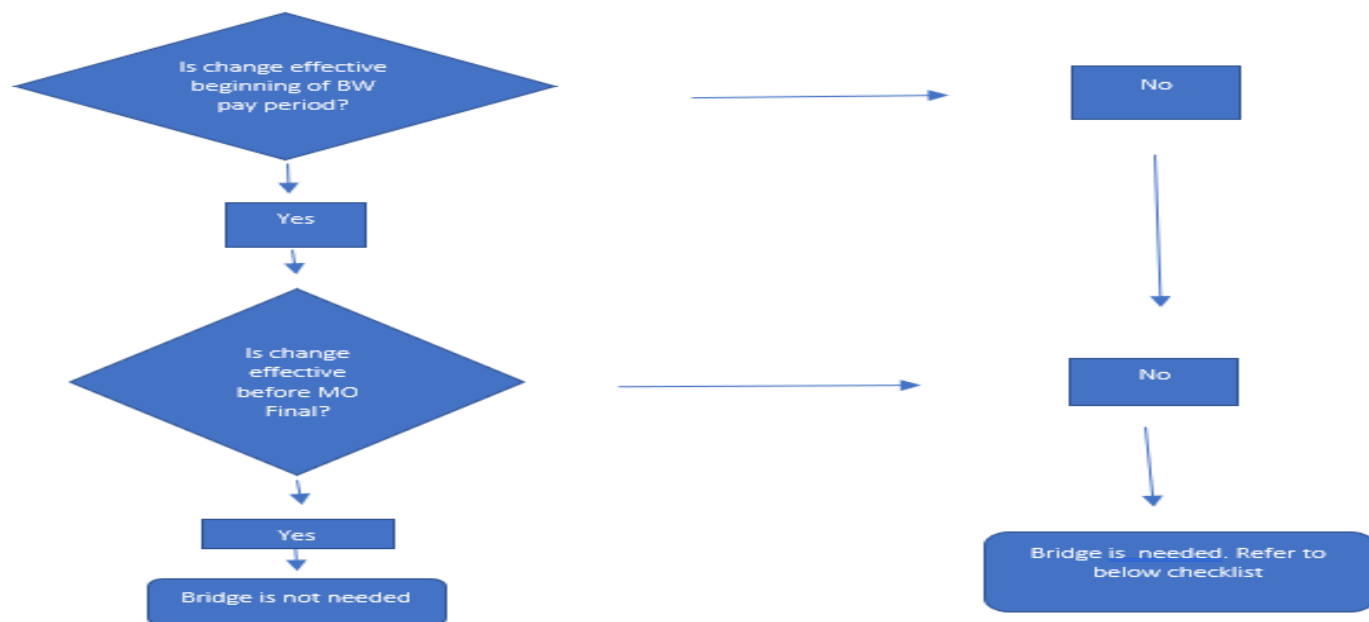


Flow Chart for Biweekly to Monthly



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.

ukpar_team@uky.edu

After Compensation processes the **actions**, please submit ZPARs to 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.

Benefits@uky.edu

ukpayroll@uky.edu

Payroll Bridge CHECKLIST

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 _____.

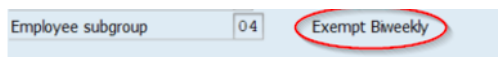
For the period of _____ to _____, you will receive the prorated payment (at the new rate) on _____ (along with your hourly pay from the week of _____).

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.

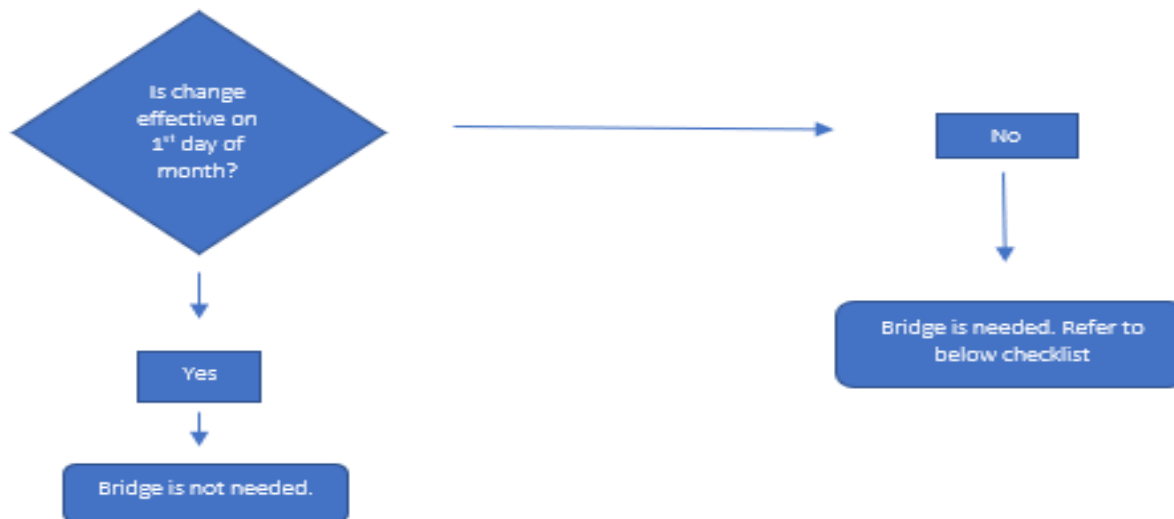
For regular staff - submit an [SAP Work Order Request Form – Leave Adjustment](#) if holiday and/or leave hours need to be added or adjusted for employees moving from a 37.5 hour biweekly position to a salaried 40 hour monthly position and/or moving from temporary to regular.

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

Access SAP PA30 and update the Work Address, County of Employment and Org. Unit Mail Code as needed (screen 6).

<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.

ukpar_team@uky.edu

After Compensation processes the actions, please submit ZPARS to 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.

Benefits@uky.edu

ukypayroll@uky.edu

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 screen for an hourly employee. The Date field is set to 02/06/2023. The Wage type is 3000. The Number of hours is 16.00. The Amount is blank. The Currency is USD. The Overtime comp. type is set to 'Depends on wage type'. 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 screen for a biweekly exempt employee. The Date field is set to 02/06/2023. The Wage type is 3000. The Number of hours is blank. The Number/unit is blank. The Amount is 384.60. The Currency is USD. The Overtime comp. type is blank. 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.

Access SAP PA30 and update the Work Address, County of Employment and Org. Unit Mail Code as needed (screen 6).