

Louisiana Tech University Payroll Schedule Change

Effective January 1, 2019



How will the payroll schedule change impact me?

- Non-classified staff, academic administrators, and graduate and undergraduate employees will change to a biweekly payroll cycle
- Nine-month faculty and adjunct instructors will continue to be paid monthly
- The biweekly schedule for Civil Service classified employees will not change
- Effective January 1, 2019



Why move to biweekly pay?

- Standardize payroll schedules for Louisiana Tech, Southeastern, and UNO in preparation for Workday, our new ERP system
- Create greater efficiencies in Human Resources and Office of the Comptroller
- Utilize industry best practices for payroll administration
- Pay our student employees more frequently
- Will often shorten the delay in the first payroll disbursement for new employees
- Each of the three institutions can process payroll for the others in the event of an emergency



What is the difference in pay cycles?

	Monthly Pay Cycle	Biweekly Pay Cycle
Pay Cycle	1 st to last day of the month	Saturday to Friday, two-week period
Paychecks per Year	12	26
Paycheck Date	Last working day of the month	Every other Friday after the pay period Pay day is 7 days in arrears



How will this change affect my pay?

- The change in payroll schedule will not change what you earn
- Biweekly pay is issued one week in arrears instead of the last day of the pay period
- Your first biweekly pay date will be January 11, 2019 for the pay period covering January 1st through 4th
- Your second biweekly pay date will be January 25, 2019 for the pay period covering January 5th through January 18th



Annual Comparison of Biweekly vs Monthly Payroll

Annual Salary: \$52,000

Monthly	
Pay Period #	Gross Pay
1	4,333.33
2	4,333.33
3	4,333.33
4	4,333.33
5	4,333.33
6	4,333.33
7	4,333.33
8	4,333.33
9	4,333.33
10	4,333.33
11	4,333.33
12	4,333.37
TOTAL	52,000.00

Important Notes

For the first biweekly pay period, an unclassified employee will only be paid for Jan 1-4

This will be 4 out of the 10 total weekdays during the pay period of 12/22/2018 - 01/04/2019.

For the example salary above, the salary paid on the first biweekly payroll in January will be: \$800 (4/10 x \$2,000)

Biweekly	
Pay Period #	Gross Pay
1	2,000.00
2	2,000.00
3	2,000.00
4	2,000.00
5	2,000.00
6	2,000.00
7	2,000.00
8	2,000.00
9	2,000.00
10	2,000.00
11	2,000.00
12	2,000.00
13	2,000.00
14	2,000.00
15	2,000.00
16	2,000.00
17	2,000.00
18	2,000.00
19	2,000.00
20	2,000.00
21	2,000.00
22	2,000.00
23	2,000.00
24	2,000.00
25	2,000.00
26	2,000.00
TOTAL	52,000.00



Biweekly Payroll Schedule January – June 2019

Pay Period Dates	Pay Date
1/01/19 – 1/04/19	1/11/19 – partial pay period for non-classified employees. Paid for the month of December on 12/28/18
1/05/19 – 1/18/19	1/25/19
1/19/19 – 2/01/19	2/08/19
2/02/19 – 2/15/19	2/22/19
2/16/19 – 3/01/19	3/08/19
3/02/19 – 3/15/19	3/22/19
3/16/19 – 3/29/19	4/05/19
3/30/19 – 4/12/19	4/19/19
4/13/19 – 4/26/19	5/03/19
4/27/19 – 5/10/19	5/17/19
5/11/19 – 5/24/19	5/31/19 – 3 rd paycheck in May
5/25/19 – 6/07/19	6/14/19
6/08/19 – 6/21/19	6/28/19



How will benefits and deductions change for biweekly?

- There are 26 biweekly pay days in most years
- Typically 2 months out of the year there will be 3 biweekly pay days
- The third payday in those 2 months is considered a “deduction holiday” because certain deductions such as health insurance will only be taken out over 24 pay days (twice a month) instead of 26 pay days



How will benefits and deductions change for biweekly?

Deductions withheld every payday (26 pay checks)	Deductions withheld twice per month (24 paychecks)
Taxes	Health Insurance
Retirement	Supplemental insurance such as dental, vision, etc.
Garnishments	Voluntary deductions such as Alumni Fund (will change 7/01/19)
403b/ 457 (Deferred Comp)	
Credit Union	
United Way	



How will the change affect leave?

- You will continue to earn the same amount of leave
- The method in which it is accrued will be based on the biweekly pay schedule instead of monthly

Length of Service	Per Hour	Per Pay Period	Days per Year
Less than 3 years	.0461	3.6880	12
3 but less than 5	.0576	4.6080	15
5 but less than 10	.0692	5.5360	18
10 but less than 15	.0807	6.4560	21
15 or more	.0923	7.3840	24



How will the change affect leave?

- Your pay stub will reflect your leave balances prior to the current pay period
- For example, your 1/25/19 pay stub will not include leave earned or taken during the 1/5/19 to 1/18/19 pay period



How will this change affect the submission of my attendance and leave report?

- For salaried employees, the attendance and leave report will be due the Wednesday following the end of the pay period. For example, the report for the 1/05/19 to 1/18/19 pay period will be due on Wednesday, 1/23/19.
- For hourly employees, the timesheet will be due the Monday following the end of the pay period. For example, the report for the 1/05/19 to 1/18/19 pay period will be due on Monday, 1/21/19.
- Deadlines may be adjusted due to holidays or University closures
- The University will continue to utilize paper attendance and leave reports and timesheets until after the Workday ERP system has been implemented in fiscal year 2019-2020



What can I do to prepare?

- Change in pay date frequency means change in cash flow –review the biweekly payroll schedule
- Review your monthly expenses and the timing of your payments
- Determine changes needed to payment due date
- On November 29th, the Office of the Comptroller sent emails to non-classified employees who are required to complete new authorization forms for certain withholdings and deductions because of the payroll schedule change. Employees with additional federal and state withholding amounts specified on their current W-4 and L-4 tax forms, as well as those with credit union deductions, 403B plans, and deferred compensation plans.



Questions?

- Email workday@latech.edu
- Contact Jennifer Sneed at jsneed@latech.edu or 318-257-2235
or Dow Eldridge at Eldridge@latech.edu or 318-257-4325
- For copies of this presentation and other campus communications related to the payroll schedule change visit latech.edu/workday

