Payroll Change Leadership Update

Background

The Single Payroll and Split Benefits Deductions projects are system-wide initiatives to standardize UW System payroll. Beginning in April 2021, for employees who are paid biweekly, most benefits deductions will be split evenly over the first two biweekly paychecks of the month. In July 2021, employees who are paid monthly will transition from a monthly payroll schedule to a biweekly payroll schedule, with benefits deductions split evenly between biweekly paychecks as part of this transition.

This Single Payroll project supports UW System’s 2020FWD Strategic Framework and the Commitment to Operational Reform and Excellence (CORE) initiative to create efficiencies in human resources functions including hiring, payroll, and benefits management. The Split Benefits Deductions is intended to minimize the biweekly net pay fluctuations for employee budget planning.

Project Descriptions

Split Benefits Deductions – Employees who are paid biweekly currently have benefits deductions taken out of one paycheck each month. This project will split the benefits deductions evenly over two paychecks per month starting on the April 22, 2021, paycheck. The biweekly payroll schedule will not change.

Single Payroll – Employees who are paid monthly will receive their last monthly paycheck on July 30, 2021, for days worked between July 1–July 17, and then receive subsequent paychecks every other Thursday (except on Legal Holidays).
Employees who are paid monthly will receive their first biweekly paycheck on August 12, 2021, and then receive paychecks every other Thursday (except on Legal Holidays). Most benefit deductions will be split evenly over two paychecks per month starting on the August 26, 2021, paycheck.

**Outreach**

**Direct Employee Communication** – UW System will send a targeted email and home mailing to the two different employee payroll groups the week of January 18th.

**Ongoing Communication** – UW System will provide regular updates to institution Chief Human Resource Officers.

**Town Hall Meetings** – UW System will hold online town hall meetings for both employee groups.

**Budget Seminars** – UW System is working with UW Credit Union and UW-Extension to schedule online seminars to educate employees about adjusting their personal budgets and automatic deductions to align with the changes.

**Resources**

Separate webpages have been created:

- Split Benefits Deductions: [https://uwservice.wisconsin.edu/split-benefits-deductions](https://uwservice.wisconsin.edu/split-benefits-deductions)
- Single Payroll: [https://uwservice.wisconsin.edu/single-payroll](https://uwservice.wisconsin.edu/single-payroll)
- HRS Administrator Readiness Page: [https://uwservice.wisconsin.edu hrs/project-readiness#2021-payroll-changes-tab](https://uwservice.wisconsin.edu hrs/project-readiness#2021-payroll-changes-tab)

Employees will be directed to their respective webpage in all communications. These webpages will include:

- FAQs
- Online Personal Budget Planning Seminars
- Online Town Hall Meetings
- Paycheck Schedule
- Paycheck Estimator